

**2021 Legislative Budget Briefing
January 2021**

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A. MISSION STATEMENT, STRATEGIC OBJECTIVES, GOALS, AND PERFORMANCE METRICS

Legal Services

Our mission is to provide excellent legal services to the State of Hawaii by providing advice and counsel to client agencies, assisting in implementing policy decisions, and aiding the core activities of the client agencies. Carrying out this mission includes (1) initiating lawsuits to protect the interests of consumers and the public, and appearing for the State in civil and criminal cases when the State is a party; (2) investigating violations of state laws, enforcing the laws, and prosecuting those who violate the law; (3) preparing legal opinions for the Governor, Legislature, and the heads of state departments; (4) advising state officials, including more than 170 boards and commissions, on legal matters so they can faithfully execute their duties and responsibilities; (5) defending and representing state officials and employees when they are sued for actions that have occurred as part of their official duties; and (6) collaborating with other states as well as federal and local counterparts on matters of importance to our State.

Our strategic objectives, or "big picture goals," include maintaining an environment that attracts and nurtures talented attorneys with a commitment to public service, so that our department can continue to represent the State successfully at the local and national level on the myriad matters.

Our immediate goals are to adapt efficiently and effectively to evolving technological requirements necessitated by the COVID-19 pandemic, while at the same time conserving our operating budget and resources.

Our performance metrics rarely change because they are so closely tied to successful representation of our clients. If we do our job well, we save money and resources for the State. During the COVID-19 pandemic and the resulting economic stresses, our performance will be measured by our ability to adapt to working with fewer resources.

Crime Prevention and Justice Assistance Division

The Crime Prevention and Justice Assistance Division assists the Attorney General to facilitate and coordinate efforts to improve the criminal justice system and to encourage community partnerships in addressing crime. Its operations are encompassed in ATG100 Legal Services, and funding concerns related to it are addressed in Section D, below.

Hawaii Criminal Justice Data Center (HCJDC)

The mission of the HCJDC is to provide complete, accurate, and timely criminal justice information for use by all criminal justice agencies, as well as certain authorized non-criminal justice agencies, throughout the State and to provide a statewide system of civil and criminal identification based on fingerprints and demographics.

The HCJDC is statutorily mandated to collect, store, and disseminate all criminal justice data to be used nationally by criminal justice agencies as a tool "to prevent crimes and detect criminals in support of the right of the public to be free from crime and the fear of crime." Section 846-2.5, Hawaii Revised Statutes (HRS). Criminal history data serves a critical tool in determining dangerousness during arrests and during initial court appearances to ensure appropriate custody status is maintained (including bail) as well as fair sentencing. HCJDC provides 24x7 on-call services to law enforcement and criminal justice agencies to respond to system issues for both State and Federal criminal justice systems.

Child Support Enforcement Agency (CSEA)

To provide assistance in obtaining support (both financial and medical) for children by locating parents, establishing paternity, establishing support obligations and enforcing those obligations.

B. HOW OUR BUDGET REQUESTS CONTRIBUTE TO ACCOMPLISHING OUR STRATEGIC OBJECTIVES, GOALS, AND PERFORMANCE METRICS

Due to the current fiscal crisis, our requests are focused on reducing general funds to the extent that such cuts will not prevent us from accomplishing our goals and continuing to provide effective services to our client agencies. This effort includes using special funds in place of general funds where possible to pay for limited needed resources.

C. HOW CURRENT STATEWIDE ECONOMIC AND FISCAL CONDITIONS HAVE AFFECTED OPERATIONS AND THE ABILITY TO MEET GOALS

Legal Services

The fiscal crisis caused by the COVID-19 pandemic has required us to evaluate all of our divisions and units to find efficiencies and cost savings. Realizing that there will be a reduction in staffing through the hiring freeze, furloughs, and program reductions, each unit will be focusing its efforts to address priorities, which will mean less attention on lower-level duties and tasks. To get this done we will need to work closely with client agencies and their staff. We recognize that certain compromises will need to be made but will work to ensure that our core function, providing solid legal advice and support, will not be jeopardized.

Hawaii Criminal Justice Data Center (HCJDC)

HCJDC's overall yearly budget is covered by 41.47% general funds. The remaining 58.53% of HCJDC's budget is funded by the use of special funds from the criminal history record improvement revolving fund established by section 846-10.6, HRS (account # S321). The S321 account funds 19 of the 41 positions that are essential to the operations of HCJDC and the purchase of maintenance, consultants, and hardware not budgeted for in HCJDC's general fund allocation. Without special funds, HCJDC will not be able to continue to support the State's mission-critical criminal justice systems, which require 24x7 on-call services to law enforcement and criminal justice agencies. This is a high priority for the HCJDC and all such agencies that depend upon these criminal justice services to maintain public safety for the State of Hawaii.

HCJDC is responsible for the daily operations, upkeep and maintenance of (1) the Criminal Justice Information System (CJIS)-Hawaii, (2) the statewide Automated Fingerprint Identification System (AFIS) and facial recognition system, (3) the statewide system/database of booking information (otherwise known as the Green Box System), (4) the Lights-Out Transaction Controller (LOTC) which ties together these systems in the real-time positive identification process, and (5) the Hawaii Integrated Justice Information Sharing (HIJIS) program which is a portal to share Hawaii criminal justice information by single logon and query and connectivity to the FBI's Criminal Justice

Information Services (CJIS) which includes the National Crime Information Center (NCIC), National Instant Criminal Background Check System (NICS), National Data Exchange (N-Dex), and the Law Enforcement Enterprise Portal (LEEP). In addition to the above systems HCJDC is responsible for public access to Criminal History Records, expungements, and the Covered Offender Registry.

Child Support Enforcement Agency (CSEA)

In state fiscal year 2020, CSEA's overall caseload was 131,000 and the support payments it was able to collect reached \$135 million. These collections went to supporting children and providing families critical resources. CSEA receives 66% of its funding from the federal government. For every \$1 the agency receives from the state general fund, \$2 is received from the federal government. Any budget restriction to CSEA's general fund appropriation reduces the agency's available funds by three times the amount. This impacts CSEA's ability to fill vacancies, maintain its quality of customer service and provide critical resources to families.

In addition, CSEA, in partnership with the Federal Office of Child Support Enforcement, is committed to improve its operations according to federal performance effectiveness measures. The categories to show performance effectiveness are (1) percentage of children born out of wedlock where paternity is established, (2) percentage of cases with a child support order, (3) level of performance in collecting current support, (4) level of performance in collecting arrearage, and (5) cost-effectiveness of the program. The CSEA is awarded with federal incentive money every federal fiscal year based on its performance in these categories after an annual data reliability audit. The incentive funds are used to supplement, but not to supplant, the agency's general and federal funding sources for operational purposes. Over the years, it has become increasingly difficult to raise the incentive awards due to the steady rise in the number of cases with no increase in general fund appropriation and staff resources

D. FEDERAL FUNDS

Legal Divisions

No impact at this time.

Crime Prevention and Justice Assistance Division

Federal agency: U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime Federal program at risk of reduction of federal funds: Victims of Crime Act (VOCA) Victim Assistance Grant CFDA: 16.575

There has been a steady decline in federal funds received for the Victims of Crime Act (VOCA) Victim Assistance Grant. The Department's Victim Assistance grant amount in

FFY 2018 was \$14,803,390; in FFY 2019, the grant amount was \$10,058,537; and in FFY 2020, the grant amount was \$7,502,120. There are no plans to supplant the reduction of VOCA grant funds with other funds, including state general funds, for the current state fiscal year (FY21) or the upcoming fiscal years (FY22-23). However, it should be noted that non-profit victim service providers who receive sub awards from the Department are already facing decreased federal funding, in addition to any reductions that are the result of the state's financial condition.

Background: In 1984, the federal Victims of Crime Act (VOCA) was passed establishing the Crime Victims Fund (CVF) to assist and compensate victims and survivors of crime. The CVF comprises federal criminal fines, forfeited bonds, forfeited profits from criminal activity, additional special assessments, and donations by private parties. Congress disburses money from the CVF in the annual appropriations process, and the Office for Victims of Crime (OVC) oversees the fund and distributes the money in the form of formula grants to states and territories. The Department administers the Victim Assistance grant program (CFDA 16.575) and sub awards the fund to victim services for victims of all crimes including crimes such as murder and drunk driving, with a statutory priority for child abuse, domestic violence, and sexual violence services. Over the past several years, deposits to the CVF have decreased dramatically. As the amount of money available in the CVF has dwindled, so has the money available for VOCA grants to the states. Appropriators wrote in 2019, "The Committee is concerned . . . by the historically low receipts deposited in the CVF, and in turn, the decrease in resources available for OVC's disbursement of CVF funded grants and cooperative agreements." After a watershed disbursement from the CVF in Fiscal Year 2018, disbursements have decreased annually. Accounting for transfers, the disbursement in Fiscal Year 2020 was 40% lower than it was in Fiscal Year 2018. This decrease is expected to continue, and worsen, unless Congress takes action to improve the health of the CVF.

Hawaii Criminal Justice Data Center (HCJDC)

No impact at this time.

Child Support Enforcement Agency (CSEA)

Federal Funds continue to be available at a match rate of 66% federal to 34% state funds. This is a 2:1 match rate, one of the best offered to fund entitlement programs. In general, federal funds are available to match all state funds appropriated without limit. The agency is under strict federal regulations that require all personnel and other expenditures be completely related to child support activities. If this requirement is not met the federal government will not provide the matching funds.

E. NON-GENERAL FUNDS

<https://ag.hawaii.gov/wp-content/uploads/2020/12/FY-21-Non-General-Fund.pdf>

F. PROCESS TO DEVELOP AND PRIORITIZE BUDGET REQUESTS

All division supervisors were asked to submit budget modifications (reductions and non-general fund adds) to the Administrative Services Manager (ASM), which were reviewed and prioritized. Calculations of costs (Form A) were prepared by the ASM and reviewed with the Attorney General and the First Deputy Attorney General. Requests were then reprioritized and submitted to Budget and Finance.

G. HOW SIGNIFICANT BUDGET REQUESTS ARE EXPECTED TO AFFECT OUTCOMES

Legal Divisions

1. Add nine positions and \$870,000 in general funds, (transferred from the litigation fund) to fund the Complex Litigation, Fraud and Compliance Unit.

This unit was created to strengthen public confidence in government by investigating and prosecuting complex matters involving corruption, program theft and fraud, campaign spending fraud, bribery and other matters that could erode the public's confidence in government. This unit will pursue matters criminally, civilly and administratively, as well as work with counterparts on the federal and local level. This unit will reduce the need to hire outside counsel (Special Deputies), thus reducing the litigation fund budget.

2. Add two positions and \$122,250 and \$234,500 in special funds in FY22 and FY23 respectively.

A Deputy Attorney General and an Investigator are needed to investigate alleged violations of chapter 467B, HRS, which includes but is not limited to, the failure to comply with the registration and annual reporting requirements for charitable organizations and professional fundraisers and unfair and deceptive charitable solicitation practices. The deputy and investigator will assist with screening complaints and initiating and handling all aspects of administrative and court actions to enforce the charitable solicitation laws.

3. Reduce the general fund budget by \$1.8 million for funds passed through to the counties for the Career Criminal and Victim Witness Program.

The severe shortfall in revenues necessitates that we make difficult decisions based upon our responsibilities and priorities. Ending the State's support of this program is one of them.

4. Reduce the general fund budget \$714,000 for funds passed through to non-profits to provide services to victims of sexual assault.

The severe shortfall in revenues necessitates that we make difficult decisions based upon our responsibilities and priorities. Reducing the State's support of this program by 30% is another such decision.

5. Reduce the general fund budget for the litigation fund by \$1 million.

This reduction brings the litigation fund budget down to \$1,530,000, which may prove challenging. However, we will manage the major legal actions against the State as best we can with the resources available.

6. Reduce the general fund budget by \$299,000 through implementing various actions as listed below.

- a. Relocate the Tax & Charities Division from outside lease space to State office building. \$22,000 and \$44,000 respectively;
- b. Eliminate the travel budget for the Commission for Uniform Legislation by \$30,000 each year;
- c. Reduce the training budget by \$25,000 each year;
- d. Reduce budget for DNA testing by \$50,000 each year;
- e. Miscellaneous reductions in Other Current Expenses of \$150,000 each year.

Hawaii Criminal Justice Data Center

1. Add one position and \$38,730 and \$77,460 for FY22 and FY 23 respectively in special funds, to provide annual audit function in compliance with section 846-13, Hawaii Revised Statutes.

In June of 2019, SEARCH, The National Consortium for Justice Information and Statistics was contracted by the HCJDC to complete an internal audit of HCJDC to determine HCJDC's compliance with chapter 846, HRS. As recommended by that audit, HCJDC needs to create a permanent civil service Program Specialist III position to establish and implement a yearly audit program of contributing justice agencies recommended by SEARCH. Without creating this position, HCJDC will remain non-compliant with our statutory obligation to conduct a yearly audit of contributing justice agencies.

Child Support Enforcement Agency

No changes.

Department of the Attorney General
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Dept-Wide	Statutory Reference
				Priority	
Legal Services					
	Represents the State in civil litigation in which the State is a party.	Number of cases completed and the outcomes.	ATG100	H	HRS§28-1
	Provides legal services to State agencies and employees; drafts and approves as to form the legality of various documents.	Number of legal opinions and advice issued and number of contracts and legislative bills reviewed.	ATG100	H	HRS§28-1, §28-3, & §28-4
	Prosecutes criminal offenses, such as Medicaid fraud, elder abuse, welfare fraud, tax fraud, unemployment fraud, organized crimes, and other crime against the public order; initiates, develops, and performs or coordinates programs and activities on the subject of crime	Number of cases and investigations completed and the amount of judgments collected for the State.	ATG100	H	§28-91
	Conducts civil, criminal, and administrative investigations.	Number of investigations completed.	ATG100	H	HRS§28-11, §28-2.5
	Notary	Issue notary public commissions and administer the notary program for all Hawaii notaries.	ATG100	H	HRS §456-1 et. seq.
	Office of Dispute Resolution	Conduct impartial hearings concerning children with disabilities relating to the identification, evaluation, program or placement of the child.	ATG100	H	HRS §302A-443
	Recovers money owed to the State.	Amount of money recovered.	ATG100	H	HRS§40-62, §120D-5, §480-14 & §231-9
	Regulation of Charitable Solicitation and Charitable Oversight	Oversight of the charitable solicitation activities of over 4,000 registered charitable organizations, 1,500 charitable organizations that have been granted an exemption from registration, and 225 registered professional solicitors and fundraising counsel; provide ongoing technical support for users of the online systems which are the charitable solicitation registration system, online exemption from registration application, online fundraiser system, and public Hawaii Charity Registration database; work with developers that provide ongoing maintenance the online system; collection of approximately \$950,000 in annual fees by registered charitable organizations, and registered professional solicitors and fundraising counsel, respond to and investigate complaints regarding non-profit charities and solicitation fraud; review dissolutions of public benefit corporations; provide oversight of charitable trusts and private foundations.	ATG 100	H	HRS ch. 467B & HRS ch. 414D.

Department of the Attorney General
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Dept-Wide	Statutory Reference
				Priority	
	Office of Child Support Hearings	Conduct contested cases to establish, modify and/or terminate child support; determine past due child support, debt/reimbursement for TANF; establish and/or modify medical support	ATG500	H	HRS §576E
Hawaii Criminal Justice Data Center					
	Responsible for the statewide criminal justice information system (CJIS-Hawaii), the statewide Automated Fingerprint Identification System (AFIS), Sex Offender Registration, National Crime Information Center (NCIC), and Expungement.	Average number of days to enter disposition data and complete expungement; percentage of completed dispositions; State ID applicants served; crime scene hits; registered and compliant sex offenders; average number of days to complete criminal history record checks and submission of fingerprint records to the FBI.	ATG231	H	HRS§846, HRS 846E, HRS Section 831-3.2
Child Support Enforcement Agency					
	Administers the Child Support Enforcement Program, which involves initiating legal or administrative actions required to secure financial support for children.	Number of cases establishing paternity and support orders established, plus percentage of current support collections and delinquent support collected.	ATG500	H	HRS§576D

Department of the Attorney General
Department-Wide Totals

Table 2

Fiscal Year 2022					
Budget Acts Appropriation	Reductions	Additions	Emergency Appropriations	Total FY22	MOF
\$ 35,791,466.00	\$ (4,320,000.00)			\$ 31,471,466.00	A
\$ 4,113,296.00		\$ 421,892.00		\$ 4,535,188.00	B
\$ 11,628,390.00		\$ 251,756.00		\$ 11,880,146.00	N
\$ 21,217,755.00		\$ 25,753.00		\$ 21,243,508.00	P
\$ 6,174,732.00		\$ 96,627.00		\$ 6,271,359.00	T
\$ 17,842,230.00		\$ 1,115,446.00		\$ 18,957,676.00	U
\$ 6,910,595.00		\$ 213,650.00		\$ 7,124,245.00	W
\$ 103,678,464.00	\$ (4,320,000.00)	\$ 2,125,124.00	\$ -	\$ 101,483,588.00	Total
Fiscal Year 2023					
Budget Acts Appropriation	Reductions	Additions		Total FY23	MOF
\$ 35,791,466.00	\$ (4,342,000.00)			\$ 31,449,466.00	A
\$ 4,113,296.00		\$ 534,142.00		\$ 4,647,438.00	B
\$ 11,628,390.00		\$ 251,756.00		\$ 11,880,146.00	N
\$ 21,217,755.00		\$ 25,753.00		\$ 21,243,508.00	P
\$ 6,174,732.00		\$ 96,627.00		\$ 6,271,359.00	T
\$ 17,842,230.00		\$ 1,115,446.00		\$ 18,957,676.00	U
\$ 6,910,595.00		\$ 252,380.00		\$ 7,162,975.00	W
\$ 103,678,464.00	\$ (4,342,000.00)	\$ 2,276,104.00	\$ -	\$ 101,612,568.00	Total

Department of the Attorney General
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY22)			As budgeted (FY23)			Governor's Submittal (FY22)				Governor's Submittal (FY23)				
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	
ATG100	Legal Services	A	255.58	22.20	24,811,309	255.58	22.20	24,789,309	255.58		\$24,811,309	0.0%	255.58	22.20	24,789,309	0.0%	
		B	28.40	0.22	4,535,188	28.40	0.22	4,647,438	28.40	0.22	\$4,535,188	0.0%	28.40	0.22	4,647,438	0.0%	
		N		5.70	11,880,146		5.70	11,880,146	-	5.70	\$11,880,146	0.0%		5.70	11,880,146	0.0%	
		P	20.10	1.00	4,117,085	20.10	1.00	4,117,085	20.10	1.00	\$4,117,085	0.0%	20.10	1.00	4,117,085	0.0%	
		T	0.50		4,040,135	0.50		4,040,135	0.50	-	\$4,040,135	0.0%	0.50		4,040,135	0.0%	
		U	117.60	30.60	18,957,676	117.60	30.60	18,957,676	117.60	30.60	\$18,957,676	0.0%	117.60	30.60	18,957,676	0.0%	
		W	5.60	1.00	3,379,975	5.60	1.00	3,379,975	5.60	1.00	\$3,379,975	0.0%	5.60	1.00	3,379,975	0.0%	
ATG231	Hawaii Criminal Justice Data Center	A	22.50		1,958,991	22.50		1,958,991	22.50	-	\$1,958,991	0.0%	22.50		1,958,991	0.0%	
		P		1.00	1,246,182		1.00	1,246,182	-	1.00	\$1,246,182	0.0%		1.00	1,246,182	0.0%	
		W	26.50		3,744,270	26.50		3,783,000	26.50	-	\$3,744,270	0.0%	26.50		3,783,000	0.0%	
ATG500	Hawaii Child Support Enforcement Agency	A	70.72	0.34	4,701,166	70.72	0.34	4,701,166	70.72	0.34	\$4,701,166	0.0%	70.72	0.34	4,701,166	0.0%	
		P	137.28	0.66	15,880,241	137.28	0.66	15,880,241	137.28	0.66	\$15,880,241	0.0%	137.28	0.66	15,880,241	0.0%	
		T			2,231,224			2,231,224	-	-	\$2,231,224	0.0%			2,231,224	0.0%	
ATG TOTALS			684.78	62.72	\$101,483,588	684.78	62.72	\$101,612,568	684.78	40.52	\$101,483,588	0.0%	684.78	62.72	101,612,568.00	0.0%	
ATG TOTALS BY MOF			A	348.80	22.54	\$31,471,466	348.80	22.54	\$31,449,466	348.80	22.54	\$31,471,466	0.0%	348.80	22.54	\$31,449,466	0.0%
	B	28.40	0.22	\$4,535,188	28.40	0.22	\$4,647,438	28.40	0.22	\$4,535,188	0.0%	28.40	0.22	\$4,647,438	0.0%		
	N	-	5.70	\$11,880,146	-	5.70	\$11,880,146	-	5.70	\$11,880,146	0.0%	-	5.70	\$11,880,146	0.0%		
	P	157.38	2.66	\$21,243,508	157.38	2.66	\$21,243,508	157.38	2.66	\$21,243,508	0.0%	157.38	2.66	\$21,243,508	0.0%		
	T	0.50	-	\$6,271,359	0.50	-	\$6,271,359	0.50	-	\$6,271,359	0.0%	0.50	-	\$6,271,359	0.0%		
	U	117.60	30.60	\$18,957,676	117.60	30.60	\$18,957,676	117.60	30.60	\$18,957,676	0.0%	117.60	30.60	\$18,957,676	0.0%		
	W	32.10	1.00	\$7,124,245	32.10	1.00	\$7,162,975	32.10	1.00	\$7,124,245	0.0%	32.10	1.00	\$7,162,975	0.0%		
ATG TOTALS			684.78	62.72	\$101,483,588	684.78	62.72	\$101,612,568	684.78	62.72	\$101,483,588	0.0%	684.78	62.72	101,612,568	0.0%	

Department of the Attorney General
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
				FY22			FY23			FY22			FY23			FY22			FY23		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
ATG100	AA	Establish Complex Litigation, Fraud and Compliance Unit	A	9.00		870,000	9.00		870,000							9.00		870,000	9.00		870,000
ATG100	AA	Trade off from Litigation Funds to Establish Complex Litigation, Fraud and Compliance Unit	A			(870,000)			(870,000)									(870,000)			(870,000)
ATG100	AA	Establish two new positions to enforce Chapter 467B	B	2.00		122,250	2.00		234,500							2.00		122,250	2.00		234,500
ATG231	BA	Establish one position for HCJDC to enforce compliance with Chapter 846-13	W	1.00		38,730	1.00		77,460							1.00		38,730	1.00		77,460
ATG100	AA	Change Means of Financing and abolish FTE counts with general funds reduction in Act 9, SLH 2020	A	(11.14)	(1.00)		(11.14)	(1.00)								(8.54)	(1.00)		(8.54)	(1.00)	
ATG100	AA	Change Means of Financing for FTE counts with general funds reduction in Act 9, SLH 2020	P	0.40		35,030	0.40		35,030												
ATG100	AA	Change Means of Financing for FTE counts with general funds reduction in Act 9, SLH 2020	N	(0.60)			(0.60)														
ATG100	AA	Change Means of Financing for FTE counts with general funds reduction in Act 9, SLH 2020	U	8.04		548,052	8.04		548,052							5.84		335,465	5.84		335,465
ATG100	AA	Change Means of Financing for FTE counts with general funds reduction in Act 9, SLH 2020	W	0.70		19,745	0.70		19,745							0.70		19,741	0.70		19,741
ATG100	CU	Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020; Legal Assistant #48449	A													(1.00)			(1.00)		
ATG100	CU	Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020; Legal Assistant #48449	U													1.00		82,979	1.00		82,979
ATG100	AI	Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020; 0.4 Deputy Attorney General #102097; 1.0 Investigator VI# 119454	A													(1.40)			(1.40)		
ATG100	AI	Change Means of Financing for 0.6 Deputy Attorney General #102097	N													(0.60)			(0.60)		
ATG100	AI	Change Means of Financing for 0.6 Deputy Attorney General #102097 and 0.4 Investigator VI #119454	P													1.00		112,035	1.00		112,035
ATG100	AK	Change Means of Financing for 0.4 Deputy Attorney General #102097 and 0.6 Investigator VI #119454	U													1.00		103,879	1.00		103,879
ATG100	AA	Hawaii Correction System Oversight Commission	A	4.00		369,250	4.00		369,250									10,000			10,000
ATG100	AI	Correction to Negative "N" fund ceiling in ATG100AI	N			251,756			251,756									251,756			251,756
ATG231	BA	HCJDC Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020	A	(3.00)			(3.00)									(3.00)			(3.00)		
ATG231	BA	HCHDC Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020	W	3.00		155,179	3.00		155,179							3.00		155,179	3.00		155,179
ATG100	AI	Change Means of Financing for ATG100AI to reflect actuals	A	(0.90)	0.18		(0.90)	0.18								(0.90)	0.18		(0.90)	0.18	
ATG100	AK	Change Means of Financing for ATG100AI to reflect actuals	B	1.80	0.22	224,642	1.80	0.22	224,642							1.80	0.22	224,642	1.80	0.22	224,642
ATG100	AI	Change Means of Financing for ATG100AI to reflect actuals	N	(4.60)	(2.00)		(4.60)	(2.00)								(4.60)	(2.00)		(4.60)	(2.00)	
ATG100	AI	Change Means of Financing for ATG100AI to reflect actuals	P	0.50	(1.50)	(54,109)	0.50	(1.50)	(54,109)							0.50	(1.50)	(86,282)	0.50	(1.50)	(86,282)
ATG100	AK	Change Means of Financing for ATG100AI to reflect actuals	U	3.20	3.10	596,221	3.20	3.10	596,221							3.20	3.10	593,123	3.20	3.10	593,123
ATG231	BA	Lease agreement for Automated Fingerprint Information system (AFIS) paid off - no longer needed	A			(400,000)			(400,000)									(400,000)			(400,000)
ATG100	AI	Transfer appropriation from general funds to special funds	A			(75,000)			(75,000)									(75,000)			(75,000)
ATG100	AK	Transfer appropriation from general funds to special funds	B			75,000			75,000									75,000			75,000
ATG100	AI	Change mean of financing for 0.5 Deputy Attorney General #101023	A	(0.50)		(32,000)	(0.50)		(64,000)							(0.50)		(64,000)	(0.50)		(64,000)
ATG100	AI	Change mean of financing for 0.5 Deputy Attorney General #101023	T	0.50		51,200	0.50		102,400							(0.50)		96,627	(0.50)		96,627
ATG100	AA	Full Reduction of funds passed through the counties for Carrer Criminal Program and Victim Witness Program	A			(1,800,000)			(1,800,000)									(1,800,000)			(1,800,000)
ATG100	AC	Reduction of funds passed through to non-profits to provide services to victims of sexual assault	A			(714,000)			(714,000)									(714,000)			(714,000)
ATG100	AA	Reduction in Litigation Funds available for Special Deputies and Expert Witnesses	A			(500,000)			(500,000)									(1,000,000)			(1,000,000)
ATG100	AA	Reduction in office space due to staff reduction	A			(22,000)			(44,000)									(22,000)			(44,000)
ATG100	EA	Eliminate travel budget to annual conference for commissioners	A			(30,000)			(30,000)									(30,000)			(30,000)
ATG100	AA	Training - Reduce OCE line item	A															(25,000)			(25,000)
ATG100	AA	Reduce Other Current Expenses by 20%	A															(150,000)			(150,000)
ATG100	AA	Reduce DNA Testing	A															(50,000)			(50,000)

Department of the Attorney General
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY22			FY23			FY21 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
ATG100	AA	Change Means of Financing and abolish FTE counts with general funds reduction in Act 9, SLH 2020	Workload of abolished positions being absorbed by other clerical positions creating heavier workload	A	(8.54)	(1.00)		(8.54)	(1.00)		
ATG100	CU	Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020; Legal Assistant #48449	No immediate impact	A	(1.00)			(1.00)			
ATG100	AI	Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020; 0.4 Deputy Attorney General #102097; 1.0 Investigator VI# 119454	No immediate impact	A	(1.40)			(1.40)			
ATG100	AI	Change Means of Financing for 0.6 Deputy Attorney General #102097	No immediate impact	N	(0.60)			(0.60)			
ATG231	BA	HCJDC Change Means of Financing for FTE with general funds reduction in Act 9, SLH 2020	No immediate impact	A	(3.00)			(3.00)			
ATG100	AI	Change Means of Financing for ATG100AI to reflect actuals	No immediate impact	A	(0.90)	0.18		(0.90)	0.18		
ATG100	AI	Change Means of Financing for ATG100AI to reflect actuals	No immediate impact	N	(4.60)	(2.00)		(4.60)	(2.00)		
ATG100	AI	Change Means of Financing for ATG100AI to reflect actuals	No immediate impact	P	0.50	(1.50)	(86,282)	0.50	(1.50)	(86,282)	
ATG231	BA	Lease agreement for Automated Fingerprint Information System (AFIS)	funds no longer needed	A			(400,000)			(400,000)	
ATG100	AI	Reallocation of general funds to special funds	No immediate impact	A			(75,000)			(75,000)	
ATG100	AI	Change means of financing for 0.5 Deputy Attorney General #101023	No immediate impact	A	(0.50)		(64,000)	(0.50)		(64,000)	
ATG100	AA	Reduction of funds to Career Criminal Program and Victim Witness Program	Full reduction of funds passed through all counties	A			(1,800,000)			(1,800,000)	
ATG100	AC	Reduction of funds for victims of Sexual Assault	Reduction of funds passed to non-profit organizations for sexual assault services	A			(714,000)			(714,000)	
ATG100	AA	Reduction of Litigation Funds	Funds used for Special Deputies and Expert Witnesses	A			(1,000,000)			(1,000,000)	
ATG100	AA	Reduction in office space	Reduce office space due to staff reduction	A			(22,000)			(44,000)	
ATG100	EA	Eliminate travel budget to annual conference for commissioners	No immediate impact	A			(30,000)			(30,000)	
ATG100	AA	Training	Reduce OCE for Training expenses	A			(25,000)			(25,000)	
ATG100	AA	Other Current Expenses Reduction	Reduce OCE by 20%	A			(150,000)			(150,000)	
ATG100	AA	DNA Testing	Reduce DNA Testing budget	A			(50,000)			(50,000)	

Department of the Attorney General
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY22			FY23		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
ATG100	AA	AR	1	1	Establish the Complex, Litigation, Fraud and Compliance Unit	Trade off general funds from Litigation funds in Legal Services	A	9.00	-	870,000	9.00	-	870,000
ATG100	AA	NG	2	2	Add two positions for Charities Monitoring Unit	To provide resources to investigate and enforce Chapter 467B, solicitation of funds from the public.	B	2.00	-	122,250	2.00	-	234,500
ATG231	BA	NG	3	3	Add one position for Hawaii Criminal Justice Data Center (HCJDC)	To assure the agency's compliance with Chapter 846-13, HRS verifying the accuracy and completeness of criminal history records.	W	1.00	-	38,730	1.00	-	77,460
ATG100	AA	AR	4	4a	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	U	5.84	-	335,465	5.84	-	335,465
ATG100	AA	NG	4	4b	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	W	0.70	-	19,741	0.70	-	19,741
ATG100	CU	AR	4	4c	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020; Legal Assistant #48449	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	U	1.00	-	82,979	1.00	-	82,979
ATG100	AI	FF	4	4d	Change Means of Financing for 0.6 Deputy Attorney General #102097 and 0.4 Investigator VI #119454	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	P	1.00	-	112,035	1.00	-	112,035
ATG100	AK	AR	4	4e	Change Means of Financing for 0.4 Deputy Attorney General #102097 and 0.6 Investigator VI #119454	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	U	1.00	-	103,879	1.00	-	103,879
ATG100	AA	AR	5	5	Hawaii Correctional System Oversight Commission	To fund the commission established by Act 176, 2019	A	-	-	10,000	-	-	10,000
ATG100	AI	FF	6	6	Correct "N" Funding	Correction to Negative "N" fund ceiling in ATG100AI	A	-	-	251,756	-	-	251,756
ATG231	BA	NG	7	7	HCJDC three position funding reallocation	Change Means of Financing for FTE counts with general funds reduced in Act 9, SLH 2020	W	3.00	-	155,179	3.00	-	155,179
ATG100	AK	NG	8	8a	Correct ATG100AK funding allocation	Change Means of Financing for ATG100AI to reflect actuals	B	1.80	0.22	224,642	1.80	0.22	224,642
ATG100	AK	NG	8	8a	Correct ATG100AK funding allocation	Change Means of Financing for ATG100AI to reflect actuals	U	3.20	3.10	593,123	3.20	3.10	593,123
ATG100	AK	NG	9	9	Transfer of funds from general funds to special funds	Change Means of Financing for from general funds to special funds	B			75,000			75,000
ATG100	AI	NG	10	10	Change means of financing for 0.5 Deputy Attorney General #101023	Change means of financing for 0.5 Deputy Attorney General #101023	T	0.50		96,627	0.50		96,627

Department of the Attorney General
 FB 2018 - 2021 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
2021	ATG100		A	27,770,373	2,455,314	25,315,059	8.8%	We will be requesting a reduction in the restrictions. Amount pending on the implementation of furloughs and litigation expenditures needed to defend the State in key cases of Kalima and Dannenberg.
	ATG231		A	2,273,040	160,970	2,112,070	7.1%	HCJDC is requesting the release of restrictions in order to pay for maintenance support on servers and software as well as hardware/software that is nearing end of life, which currently has no funding source. All the hardware/software and network components are related to the CJIS Hawaii infrastructure which are vital to public safety
	ATG500		A	4,483,525	396,410	4,087,115	8.8%	Restriction shave a more severe impact on CSEA as they lose \$2 federal share for each \$1 of general funds not spent. We anticipate requesting a reduction in the restriction. Amount to be determined once impact of furloughs can be assessed.
2020	ATG100		A	28,955,373	2,988,441	25,966,932	10.3%	1.6 million was released.
	ATG231		A	2,382,060	303,892	2,078,168	12.8%	None was released
	ATG500		A	4,483,525	478,183	4,005,342	10.7%	None was released
2019	ATG100		A	27,648,606	1,214,520	26,434,086	4.4%	All Restrictions were released
	ATG231		A	2,299,742	82,830	2,216,912	3.6%	All Restrictions were released
	ATG500		A	4,303,266	190,230	4,113,036	4.4%	All Restrictions were released
2018	ATG100		A	29,544,211	6,544,602	22,999,609	22.2%	All Restrictions were released
	ATG231		A	2,204,742	156,160	2,048,582	7.1%	All Restrictions were released
	ATG500		A	4,521,628	402,298	4,119,330	8.9%	All Restrictions were released

Department of the Attorney General
 Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
ATG100AA	Overtime for Quarantine Enforcement	Request Emergency Appropriation to cover overtime expenses in 2021 for investigative needs for quarantine enforcement and administrative needs for COVID-19 related functions.	A			\$ 40,000

Department of the Attorney General
Expenditures Exceeding Appropriation Ceilings in FY22 and FY23

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
						NONE.			

Department of the Attorney General
 Intradepartmental Transfers in FY22 and FY23

Table 10

<u>Actual or Anticipated</u> <u>Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
6/30/2019	A			\$ 82,830	ATG231	4.0%	ATG500	2.0%	To cover CSEA cash shortfall (Keiki Account)	N

Department of the Attorney General
Vacancy Report as of November 30, 2020

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
ATG100AA	AA	4/1/2020	7/1/2021	6249	Legal Secretary	N	SR18	63	R	1.00	A	\$ 64,176	\$ 44,724	Y	N	n/a	TA	5
ATG100AA	AA	9/18/2017	7/1/2021	10596	Legal Clerk	N	SR14	3	R	1.00	U	\$ 50,772	\$ 36,384	Y	N	n/a		30
ATG231BA	BA	11/1/2019	7/1/2021	17368	Criminal ID Technician I	N	SR10	3	R	1.00	W	\$ 34,020	\$ 46,476	Y	N	n/a		29
ATG100AA	AA	10/1/2020	7/1/2021	29005	Legal Clerk	N	SR14	3	R	1.00	A	\$ 54,876	\$ 58,824	Y	N	n/a		28
ATG100AB	AB	2/3/2020	7/1/2021	29623	Office Assistant III	N	SR08	3	R	1.00	B .25/P .75	\$ 27,039	\$ 30,240	Y	N	n/a		41
ATG100AB	AB	1/29/2020	7/1/2021	30098	Legal Assistant III	N	SR20	13	R	1.00	B .25/P .75	\$ 46,141	\$ 54,096	Y	N	n/a		6
ATG500GA	GA	4/1/2019	7/1/2021	30110	Account Clerk II	N	SR08	3	R	1.00	A .34/P .66	\$ 36,347	\$ 38,220	Y	N	n/a		53
ATG100AA	AA	12/16/2019	7/1/2021	33212	Legal Clerk	N	SR14	3	R	1.00	U	\$ 52,752	\$ 56,532	Y	N	n/a		43
ATG100AA	AA	10/16/2019	2/1/2021	33287	Legal Clerk	N	SR14	3	R	1.00	U	\$ 37,056	\$ 39,720	Y	N	n/a		9
ATG100AA	AA	10/12/2019	7/1/2021	36723	Legal Clerk	N	SR14	63	R	1.00	U	\$ 34,260	\$ 38,220	Y	N	n/a	TA	27
ATG500GA	GA	10/1/2019	7/1/2021	37335	Support Payments Officer	N	SR15	3	R	1.00	A .34/P .66	\$ 49,791	\$ 50,304	Y	N	n/a		54
ATG500GA	GA	2/12/2020	7/1/2021	37342	Support Payments Officer	N	SR15	3	R	1.00	A .34/P .66	\$ 47,842	\$ 39,720	Y	N	n/a		10
ATG500GA	GA	2/12/2020	7/1/2021	37350	Support Payments Officer	N	SR15	3	R	1.00	A .34/P .66	\$ 42,571	\$ 43,008	Y	N	n/a		21
ATG500GA	GA	12/16/2019	7/1/2021	37407	Accountant III	N	SR20	13	R	1.00	A .34/P .66	\$ 53,864	\$ 56,280	Y	N	n/a		32
ATG100AA	AA	2/1/2020	7/1/2021	37478	Legal Clerk	N	SR14	3	R	1.00	U	\$ 34,260	\$ 38,220	Y	N	n/a		33
ATG100AA	AA	6/16/2020	7/1/2021	37479	Office Assistant III	N	SR08	3	R	1.00	A	\$ 35,676	\$ 30,240	Y	N	n/a		42
ATG100AA	AA	4/14/2020	7/1/2021	37659	Office Assistant II	N	SR06	3	R	1.00	W	\$ 27,912	\$ 27,914	Y	N	n/a		34
ATG500GA	GA	4/1/2020	7/1/2021	38061	Office Assistant III	N	SR08	3	R	1.00	A .34/P .66	\$ 40,942	\$ 43,008	Y	N	n/a		35
ATG500GA	GA	9/5/2020	7/1/2021	38421	Office Assistant III	N	SR08	3	R	1.00	A .34/P .66	\$ 28,785	\$ 32,011	Y	N	n/a		36
ATG500GA	GA	8/31/2019	7/1/2021	40701	Legal Assistant III	N	SR20	13	R	1.00	A .34/P .66	\$ 48,829	\$ 46,260	Y	N	n/a		31
ATG100AA	AA	12/1/2019	7/1/2021	40721	Legal Assistant III	N	SR20	13	R	1.00	A	\$ 69,540	\$ 74,088	Y	N	n/a		7
ATG500GA	GA	1/31/2020	7/1/2021	41347	Investigator III	N	SR20	13	R	1.00	A .34/P .66	\$ 60,650	\$ 63,336	Y	N	n/a		2
ATG100AA	AA	6/20/2020	7/1/2021	41405	Office Assistant III	N	SR08	63	R	1.00	U	\$ 32,976	\$ 30,243	Y	N	n/a		38
ATG100AA	AA	1/7/2020	7/1/2021	41803	Office Assistant III	N	SR08	3	R	1.00	U	\$ 34,000	\$ 30,240	Y	N	n/a		37
ATG500GA	GA	11/1/2019	7/1/2021	42395	Office Assistant III	N	SR08	3	R	1.00	A .34/P .66	\$ 34,985	\$ 36,732	Y	N	n/a		39
ATG500GA	GA	10/31/2020	7/1/2021	42606	Legal Assistant III	N	SR20	13	R	1.00	A .34/P .66	\$ 65,589	\$ 69,876	Y	N	n/a		14
ATG100AA	AA	11/19/2020	7/1/2021	43884	Legal Clerk	N	SR14	63	R	1.00	A	\$ 54,876	\$ 32,016	Y	N	n/a		52
ATG231BC	BC	3/23/2020	7/1/2021	47657	Office Assistant III	N	SR08	3	R	1.00	W	\$ 32,016	\$ 30,240	Y	N	n/a		13
ATG231BC	BC	2/5/2020	7/1/2021	47829	Information Technology Band B	N	SR20	13	R	1.00	W	\$ 50,772	\$ 54,096	Y	N	n/a		12
ATG100CU	CU	2/12/2020	7/1/2021	48449	Legal Assistant III	N	SR20	13	R	1.00	U	\$ 54,960	\$ 50,004	Y	N	n/a		51
ATG100AA	AA	8/1/2019	7/1/2021	49321	Legal Clerk	N	SR14	3	R	1.00	A	\$ 43,368	\$ 46,476	Y	N	n/a		40
ATG100AA	AA	9/1/2019	7/1/2021	49335	Legal Assistant III	N	SR20	13	R	1.00	A .34/P .66	\$ 70,936	\$ 74,088	Y	N	n/a	TA	3
ATG100AA	AA	9/16/1997	7/1/2021	49338	Investigator VI	N	SR26	73	R	1.00	A	\$ 61,938	\$ 67,205	Y	Y	22	89 Days	2
ATG231BC	BC	4/6/2020	7/1/2021	52799	Office Assistant IV	N	SR10	3	R	1.00	W	\$ 38,592	\$ 39,720	Y	N	n/a		44
ATG231BC	BC	7/16/2019	7/1/2021	52800	Office Assistant V	N	SR12	3	R	1.00	W	\$ 36,732	\$ 46,476	Y	N	n/a		45
ATG100AA	AA	6/16/2020	4/1/2021	100133	Deputy Attorney General	Y	SRNA	73	R	1.00	U	\$ 88,716	\$ 92,856	Y	N	n/a		1
ATG100AA	AA	3/16/2020	7/1/2021	100192	Deputy Attorney General	Y	SRNA	73	R	1.00	U	\$ 83,204	\$ 87,228	Y	N	n/a		1
ATG100AA	AA	12/31/2019	7/1/2021	100382	Deputy Attorney General	Y	SRNA	73	R	1.00	U	\$ 83,928	\$ 87,456	Y	N	n/a		1
ATG100AB	AB	10/31/2020	7/1/2021	100411	Deputy Attorney General	Y	SRNA	73	R	1.00	B .25/P .75	\$ 107,112	\$ 75,000	Y	N	n/a		1
ATG100AA	AA	8/1/2020	7/1/2021	100431	Deputy Attorney General	Y	SRNA	73	R	-	U	\$ 123,912	\$ -	Y	N	n/a		1
ATG100AA	AA	9/1/2020	7/1/2021	101027	Deputy Attorney General	Y	SRNA	73	R	1.00	A	\$ 107,916	\$ 112,488	Y	N	n/a		1
ATG100AA	AA	8/28/2020	7/1/2021	101171	Deputy Attorney General	Y	SRNA	73	R	1.00	A .50/U .50	\$ 93,024	\$ 65,520	Y	N	n/a		1
ATG100AA	AA	6/1/2020	7/1/2021	101270	Deputy Attorney General	Y	SRNA	73	R	1.00	A	\$ 110,604	\$ 114,840	Y	N	n/a		1
ATG100AA	AA	10/1/2020	7/1/2021	102115	Child Supp Hearings Officer	Y	SRNA	73	R	1.00	A .34/P .66	\$ 92,846	\$ 91,332	Y	N	n/a		1
ATG100AA	AA	9/1/2020	7/1/2021	102116	Child Supp Hearings Officer	Y	SRNA	73	R	1.00	A .34/P .66	\$ 94,971	\$ 96,000	Y	N	n/a		1
ATG100AA	AA	7/3/2020	4/1/2021	102661	Deputy Attorney General	Y	SRNA	73	R	1.00	U	\$ 84,849	\$ 104,000	Y	N	n/a		1
ATG100AC	AC	10/1/2020	3/1/2021	110144	Crim Jus Plng Spec	Y	SRNA	13	T	1.00	A .60/N .40	\$ 57,204	\$ 66,612	Y	N	n/a		1
ATG500GA	GA	7/4/2019	7/1/2021	110169	Support Payments Officer	N	SR15	3	R	1.00	A .34/P .66	\$ 27,125	\$ 39,720	Y	N	n/a		15
ATG100CU	CU	6/19/2020	7/1/2021	110697	Office Assistant III	N	SR08	3	T	1.00	U	\$ 29,004	\$ 30,240	Y	N	n/a		49
ATG100AE	AE	12/6/2018	7/1/2021	110953	Legal Clerk	N	SR14	3	R	1.00	B	\$ 41,724	\$ 38,230	Y	N	n/a		16
ATG100AE	AE	12/25/2018	7/1/2021	111544	Investigator V	N	SR24	73	R	1.00	B	\$ 57,168	\$ 62,130	Y	Y	2	89 Days	2
ATG100AE	AE	3/16/2020	7/1/2021	111856	Investigator V	N	SR24	73	R	1.00	B	\$ 57,168	\$ 62,130	Y	Y	2	89 Days	2

Department of the Attorney General
Vacancy Report as of November 30, 2020

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
ATG100AA	AA	2/4/2020	7/1/2021	112198	Legal Clerk	N	SR14	3	R	1.00	U	\$ 50,772	\$ 54,432	Y	N	n/a		55
ATG100AA	AA	1/2/2020	7/1/2021	112844	Deputy Attorney General	Y	SRNA	73	R	1.00	U	\$ 90,912	\$ 94,800	Y	N	n/a		1
ATG100AA	AA	10/16/2019	7/1/2021	112848	Legal Clerk	N	SR14	3	R	1.00	U	\$ 45,096	\$ 48,348	Y	N	n/a		48
ATG100AA	AA	3/6/2019	7/1/2021	116441	Investigator V	N	SR24	73	T	1.00	U	\$ 57,168	\$ 62,130	Y	Y	7	89 Days	2
ATG100AA	AA	9/2/2003	7/1/2021	116482	Investigator V	N	SR24	73	T	1.00	U	\$ 57,168	\$ 62,130	Y	Y	43	89 Days	2
ATG100AA	AA	9/24/2018	7/1/2021	116522	Legal Clerk	N	SR14	63	R	1.00	U	\$ 45,096	\$ 47,748	Y	N	n/a	TA	17
ATG231BC	BC	1/16/2020	7/1/2021	117159	Information Technology Band B	N	SR24	13	R	1.00	W	\$ 72,324	\$ 80,112	Y	N	n/a		8
ATG100AK	AK	10/1/2004	7/1/2021	117189	Investigator V	N	SR24	73	T	1.00	U	\$ 61,824	\$ 62,130	Y	Y	24	89 Days	2
ATG231BC	BC	1/25/2020	7/1/2021	117715	Office Assistant IV	N	SR10	3	R	1.00	W	\$ 29,988	\$ 32,664	Y	N	n/a		18
ATG100AK	AK	11/14/2017	7/1/2021	117837	Investigator V	N	SR24	73	T	1.00	B	\$ 28,055	\$ 62,130	Y	Y	9	89 Days	2
ATG500GA	GA	12/31/2019	7/1/2021	117864	Social Service Assistant IV	N	SR11	3	R	1.00	A. 34/P .66	\$ 39,312	\$ 39,720	Y	N	n/a		19
ATG500GA	GA	6/20/2020	7/1/2021	117866	Office Assistant IV	N	SR10	3	R	1.00	A. 34/P .66	\$ 32,324	\$ 32,664	Y	N	n/a		47
ATG100AA	AA	7/16/2019	7/1/2021	118272	Deputy Attorney General	N	SR14	63	R	1.00	U	\$ 40,000	\$ 41,364	Y	N	n/a		1
ATG500GA	GA	8/6/2020	7/1/2021	118469	Legal Assistant III	N	SR20	13	R	1.00	A. 34/P .66	\$ 69,294	\$ 51,024	Y	N	n/a		20
ATG500GA	GA	8/1/2020	7/1/2021	118475	Legal Clerk	N	SR14	3	R	1.00	A. 34/P .66	\$ 47,842	\$ 50,304	Y	N	n/a		46
ATG500GA	GA	6/1/2019	7/1/2021	118484	Supervising Legal Clerk	N	SR18	4	R	1.00	A. 34/P .66	\$ 49,791	\$ 52,296	Y	N	n/a		11
ATG500GA	GA	2/12/2020	7/1/2021	119094	General Professional III	N	SR20	13	R	1.00	A. 34/P .66	\$ 60,650	\$ 68,484	Y	N	n/a		22
ATG500GA	GA	9/19/2020	7/1/2021	119165	Investigator IV	N	SR22	13	R	1.00	A. 34/P .66	\$ 51,261	\$ 67,200	Y	N	n/a		2
ATG100AA	AA	8/1/2020	7/1/2021	119166	Deputy Attorney General	Y	SRNA	73	R	1.00	U	\$ 102,720	\$ 72,000	Y	N	n/a		1
ATG231BC	BC	6/24/2019	7/1/2021	119340	Office Assistant IV	N	SR10	3	T	1.00	P	\$ 29,340	\$ 32,664	Y	N	n/a		56
ATG100CU	CU	1/4/2020	7/1/2021	121416	Legal Assistant III	N	SR20	13	T	1.00	U	\$ 47,403	\$ 50,004	Y	N	n/a		26
ATG100CU	CU	1/14/2020	7/1/2021	121417	Legal Clerk	N	SR14	3	T	1.00	U	\$ 47,403	\$ 30,240	Y	N	n/a		50
ATG100CU	CU	11/5/2019	7/1/2021	121418	Legal Assistant III	N	SR20	13	T	1.00	U	\$ 47,403	\$ 48,942	Y	N	n/a	TA	23
ATG100CU	CU	11/1/2019	7/1/2021	121419	Legal Assistant II	N	SR18	13	T	1.00	U	\$ 47,403	\$ 45,288	Y	N	n/a		24
ATG100AA	AA	5/30/2020	7/1/2021	122151	Legal Assistant III	N	SR20	13	T	1.00	U	\$ 66,864	\$ 48,948	Y	N	n/a		25
ATG100AA	AA	7/1/2019	4/1/2021	122395	Legal Assistant III-DOE	N	SR14	3	R	1.00	U	\$ 50,000	\$ 39,728	Y	Y	7	89 Days	4
ATG100AI	AI	8/16/2018	7/1/2021	122746	Investigator V	N	SR24	13	R	1.00	A	\$ 63,168	\$ 62,130	Y	Y	8	89 Days	2

Positions Established by Acts other than the State Budget as of November 30, 2020

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
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NONE.

Department of the Attorney General
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY20 (actual)			FY21 (actual)			FY22 (estimated)			FY23 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
ATG100		Legal Services	M	59,518,407	1,142,361	1.9%	58,353,611	1,108,718	1.9%	59,000,000	1,121,000	1.9%	59,000,000	1,121,000	1.9%
ATG231		Hawaii Criminal Justice Data Center	A/W	2,188,758	16,945	0.8%	2,500,000	15,000	0.6%	2,500,000	15,000	0.6%	2,500,000	15,000	0.6%
ATG500		Child Support Enforcement Agency	A/P	11,511,260	6,962	0.1%	12,548,973	7,100	0.1%	12,773,714	7,200	0.1%	12,773,714	7,200	0.1%
		M = Multiple MOF													
		A = 34% ; P = 66%													
		A = 35% ; W = 65%													

Department of the Attorney General
Active Contracts as of December 1, 2020

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
						Date Executed	From	To					
ATG100	A (58%)/B (42%)	19,730	M	1,420,560	1,045,690	3/7/2019	5/1/2019	4/30/2025	707 Richards	Criminal Justice Div./Tobacco Enf. Unit Office Lease	Owner's monthly billing	N	L
ATG100	A	1,273	M	25,460	11,458	8/29/2018	4/1/2018	2/28/2023	Lipin LDB Kona, LLC	Family Law Division Kona Office Lease	DAGS Leasing quarterly billing	N	L
ATG100	A	9,277	M	1,113,240	9,277	12/9/2011	2/1/2012	1/31/2022	James Campbell Company LLC	Family Law Division Kapolei Office Lease	Vendor's monthly billing	N	L
ATG100	A	13,254	M	1,484,419	13,254	8/7/2012	9/1/2012	1/31/2022	James Campbell Company LLC	Family Law Division Kapolei Office Lease	Vendor's monthly billing	N	L
ATG100	A	7,147	M	514,542	221,542	6/15/2016	8/1/2016	7/31/2022	Hawaii State Federal Credit Union	Tax & Charities Division	Owner's monthly billing	N	L
ATG100	B	7,147	M	514,542	221,542	6/15/2016	8/1/2016	7/31/2022	Hawaii State Federal Credit Union	Tax & Charities Division	Owner's monthly billing	N	L
ATG100	A	1,487	M	35,688	9,416	7/1/2016	8/1/2016	7/31/2022	1955 Main Street Partnership	Family Law Division Maui Office Lease	DAGS Leasing quarterly billing	N	L
ATG100	A	3,774	M	226,440	150,960	2/1/2019	5/1/2019	4/30/2025	707 Richards	AG/ODR Office Lease	Owner's monthly billing	N	L
ATG100	B (25%) / P (75%)	12,645	M	872,495	796,626	2/20/2018	4/1/2018	3/31/2024	707 Richards	Medicaid Fraud Office Lease	Owner's monthly billing	N	L
ATG100	A	178	M	10,680	0	5/29/2014	5/29/2014	Mo. to Mo.	Xerox Corp	FLD-Kona Office	Vendor's monthly billing	N	L
ATG100	A	229	M	13,740	0	5/30/2013	5/30/2013	Mo. to Mo.	Xerox Corp	FLD-Maui Office	Vendor's monthly billing	N	L
ATG100	A	6,304	M	378,240	107,168	6/1/2016	6/1/2016	6/1/2021	Xerox Corp	Lot Billing for all OAG Offices	Vendor's monthly billing	N	L
ATG100	A	Progress billing	O	12,000	12,000	5/29/2020	5/1/2020	TO EXT	VENDOR	Professional fees for FY21-SWCAP	AG & B&F	Y	S
ATG-231	A	Progress billing	M	1,094,463	807,739	11/18/2019	8/1/2019	6/30/2024	Idemia Identity & Security	Maintain system components with the Automated Biometric Identification System (ABIS)	HCJDC per billing received	N	G
ATG-231	P	billed as deliverables are met	O	125,000	108,320	7/8/2020	8/15/2020	8/31/2021	L7 Consulting Group LLC	Lights Out Transaction Controller Development and Support Services	HCJDC per billing received	N	S
ATG-231	W	47,594	O	199,975	104,787	4/14/2020	7/1/2020	6/30/2021	Computer Projects of Illinois, Inc.	OpenFox Software Maintenance and Support	HCJDC per billing received	N	G/S
ATG-231	W	40,959	A	40,959	0	6/18/2020	7/1/2020	6/30/2021	Peak Performance Solutions	Maintenance and Support	HCJDC per billing received	N	G/S
ATG-231	P	billed as deliverables are met	O	74,890	71,750	7/8/2020	8/15/2020	8/31/2021	eWorld Enterprise Solutions, Inc.	CJIS-Hawaii and Green Box Development and Support Services	HCJDC per billing received	N	G/S
ATG500	P	3,804	M	182,592	0	8/12/2009	10/1/2009	Terminated	Sumikawa, Bert M. & Ellen S.	CSEA Kauai Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	P	5,827	M	343,805	192,303	8/15/2018	10/1/2018	9/30/2023	Watumull Kukui LLC	CSEA Kauai Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	P	12,744	M	731,896	254,880	9/18/2017	9/1/2017	7/31/2022	Gulsons, LLC	CSEA Maui Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	P	5,487	M	308,357	0	8/20/2009	7/1/2009	4/30/2019	WKSP Limited Partnership	CSEA Hilo Office Lease	DAGS Leasing quarterly billing	N	L

Department of the Attorney General
Active Contracts as of December 1, 2020

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
ATG500	A (34%) / P (66%)	2,323	M	139,380	46,461	9/26/2017	8/1/2017	7/31/2022	C&A Properties LLP	FSU Kona Office Lease	Owner's monthly billing	N	L
ATG500	A (34%) / P (66%)	5,662	M	67,939	27,555	4/21/2020	5/1/2020	4/30/2021	Loihi Holdings LLC	FSU Hilo Office Lease	Owner's monthly billing	N	L
ATG500	A (34%) / P (66%)	9,212	M	113,546	104,084	11/17/2020	12/1/2020	2/28/2021	Castle & Cooke Commercial	FSU Oahu Office Lease	Owner's monthly billing	N	L
ATG500	A (34%) / P (66%)	53	M	3,191	0	4/24/2015	5/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: A2T-377537	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	53	M	3,191	0	4/24/2015	5/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: A2T-199952	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	53	M	3,191	0	4/24/2015	5/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: A2T-377533	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	29	M	1,763	0	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: A2T-383354	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	231	M	13,842	0	8/26/2015	9/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: BOW-591612	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	261	M	15,638	0	8/26/2015	9/1/2015	9/1/2020	Xerox Corp	Xerox Copier Lease-SN: BOW-591842	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	327	M	19,657	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: BOW-592580	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	1,006	M	60,362	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: BG0-968855	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	889	M	53,327	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: BG0-968851	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	1,006	M	60,362	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: BG0-968850	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	1,006	M	60,362	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: BG0-968854	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	367	M	22,046	0	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: E2B-654486	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	320	M	19,207	0	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: E2B-654350	By CSEA per Monthly Billing	N	E

Department of the Attorney General
Active Contracts as of December 1, 2020

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
ATG500	A (34%) / P (66%)	367	M	22,046	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: E2B-654349	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	262	M	15,708	0	8/28/2015	9/1/2015	9/1/2020	Xerox Corp	Xerox Copier Lease-SN: MX4-756473	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	120	M	7,208	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: R7B-552304	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	120	M	7,208	0	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: R7B-550371	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	120	M	7,208	0	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Xerox Copier Lease-SN: R7B-552312	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	902	M	54,145	53,243	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: ECQ-670445	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	343	M	20,560	19,874	10/21/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: DQP-135720	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	87	M	5,219	5,045	10/21/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: NQL-001258	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	48	M	2,900	2,851	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: 3RB-733233	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	902	M	54,145	53,243	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: ECQ-670571	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	902	M	54,145	53,243	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: ECQ-670038	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	55	M	3,290	3,235	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: 3RB-732943	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	240	M	14,419	13,939	10/30/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: EFQ-644157	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	902	M	54,145	53,243	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: ECQ9670038	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	55	M	3,290	3,235	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: 3RB-733261	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	55	M	3,290	3,235	11/30/2020	12/1/2020	12/1/2025	Xerox Corp	Xerox Copier Lease-SN: 3RB-733237	By CSEA per Monthly Billing	N	E

Department of the Attorney General
Active Contracts as of December 1, 2020

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
ATG500	A (34%) / P (66%)	343	M	20,560	19,874	10/21/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: DQP-133669	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	343	M	20,560	19,874	10/21/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: DQP-135514	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	87	M	5,219	4,534	10/21/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: NQL-001259	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	87	M	5,219	4,534	10/21/2020	11/1/2020	11/1/2025	Xerox Corp	Xerox Copier Lease-SN: NQL-001255	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	166	M	9,972	9,572	10/24/2018	11/1/2018	11/1/2023	Xerox Corp	Xerox Copier Lease-SN: 8TB-595791	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	95	M	5,671	4,159	8/9/2019	9/1/2019	9/1/2024	Xerox Corp	Xerox Copier Lease-SN: MOB-001784	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	245	M	14,682	10,767	8/9/2019	9/1/2019	9/1/2024	Xerox Corp	Xerox Copier Lease-SN: E2B-114133	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	237	M	14,245	10,446	7/14/2014	8/1/2014	8/1/2019	Xerox Corp	Xerox Copier Lease-SN: E2B-113352	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	95	M	5,671	4,159	7/14/2014	8/1/2014	8/1/2019	Xerox Corp	Xerox Copier Lease-SN: MOB-001911	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	163	M	9,758	7,156	7/14/2014	8/1/2014	8/1/2019	Xerox Corp	Xerox Copier Lease-SN: 8TB-628571	By CSEA per Monthly Billing	N	E
ATG500	T (100%)	\$176/hr	M	1,225,285	724,093	9/4/2019	9/5/2019	9/4/2022	Redmane Technology LLC	Maintenance and Support of Child Support System	By CSEA per Monthly Billing	Y	S
ATG500	T (100%)		M	#####	\$ 312,000.00	11/7/2019	10/15/2019	10/14/2021	First Data Government Solutions LP	Interactive Voice Response (IVR) Modernization Project	By CSEA per Monthly Billing	y	S

Department of the Attorney General
 Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide Priority</u>	<u>Senate District</u>	<u>Rep. District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY22 \$\$\$</u>	<u>FY23 \$\$\$</u>
					NONE			

Department of the Attorney General
CIP Lapses

Table 16

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> \$\$\$\$	<u>Reason</u>
		NONE			

Department of the Attorney General
Program ID Sub-Organizations

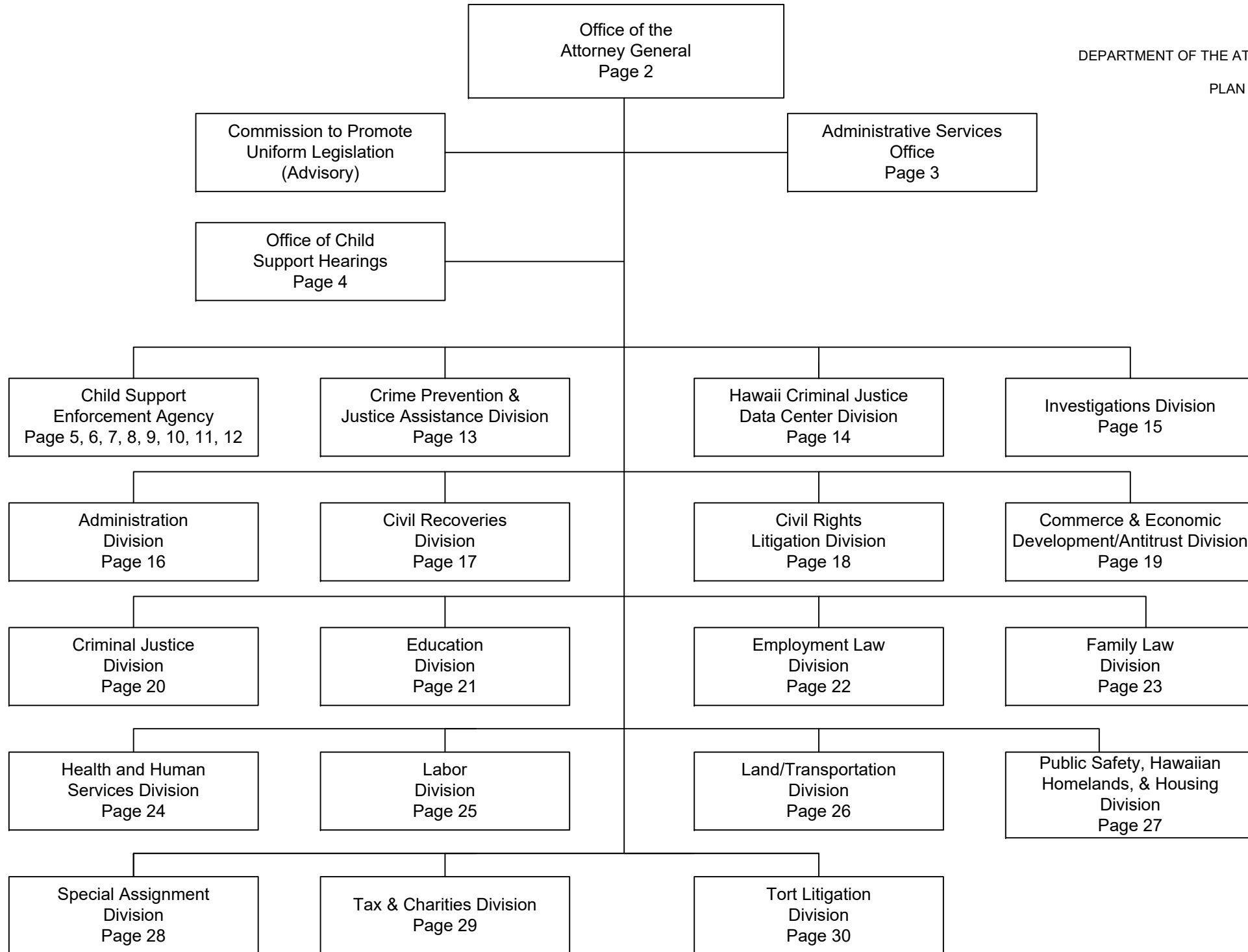
Table 17

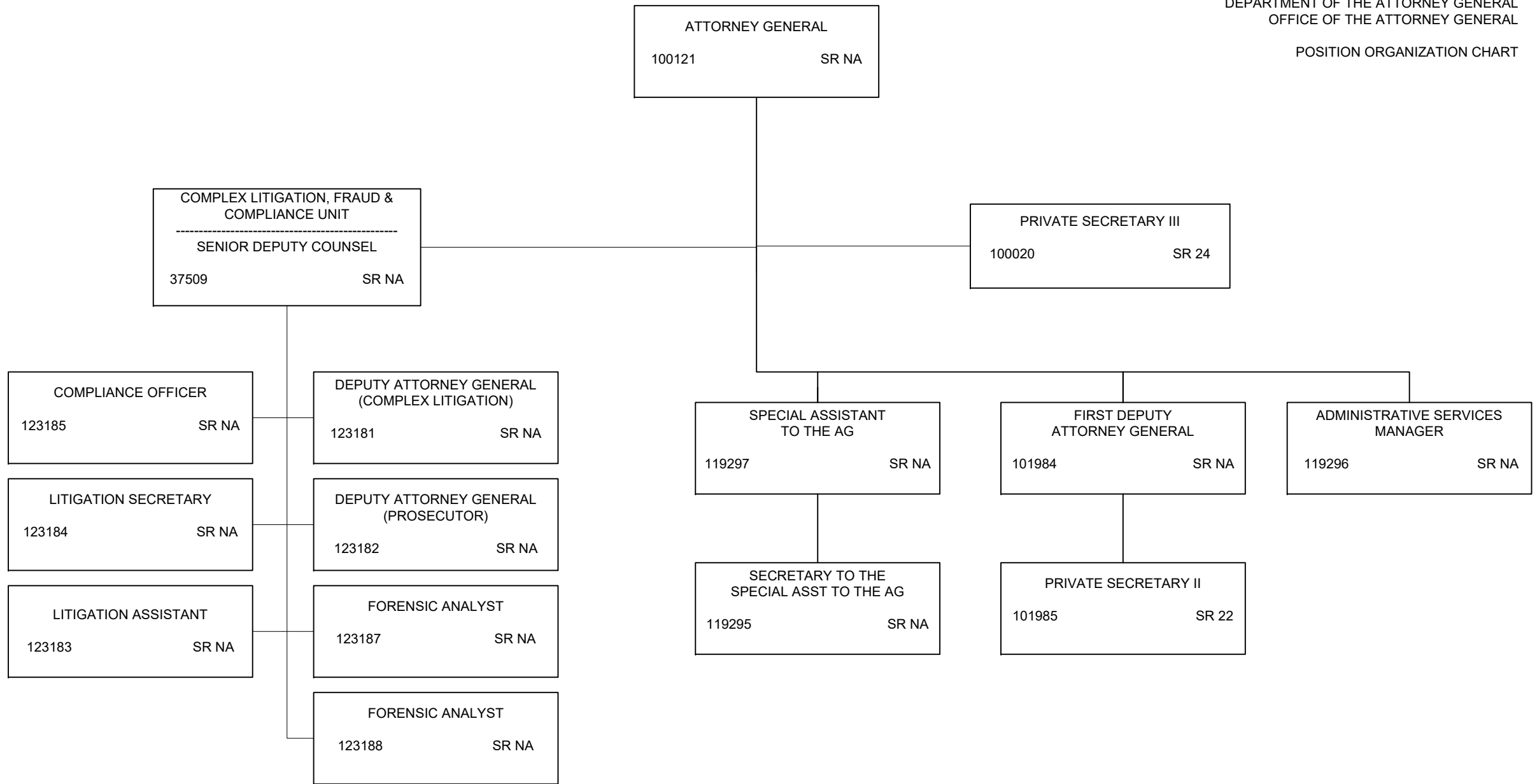
<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
ATG100	AA	Legal Services	Provide legal counsel to the various State agencies
ATG100	AB	Medicaid Fraud Unit	Investigate and prosecute medicaid fraud cases
ATG100	AC	Justice Assistance	Utilize federal and state funds and non-financial resources to address crime problems and criminal justice system issues
ATG100	AD	Juvenile Justice Information System	Develop and maintain a statewide computerized juvenile offender information system that includes status offenders and runaways
ATG100	AE	Tobacco Tax Unit	Enforce the Master Settlement Agreement with tobacco companies and enforce tobacco tax stamp program.
ATG100	AI	Investigations Unit	Investigate civil and criminal cases in protection of the State and it's various agencies.
ATG100	AJ	Special funds org. code	INV and OCSH special funds.
ATG100	CJ	Research and Prevention	Research crime issues and report comprehensive crime statistics; plan, develop, and implement education and crime prevention programs to promote community safety; & assist in locating, recovering, and reuniting missing children and runaways with their parents.
ATG100	CU	Collections Unit	Collection of debts owed the State and various agencies
ATG100	EA	Commission on Uniform Legislation	Promotion of uniform state legislation recommended by the National Conference of Commissioners on Uniform State Laws.
ATG231	BA	Criminal Identification	Maintain a statewide system of criminal identification, including the Automated Fingerprint Identification System (AFIS).
ATG231	BC	Hawaii Criminal Justice Data Center	Responsible for the statewide criminal justice information system (CJIS-Hawaii), Sex Offender Registration, National Crime Information Center (NCIC), the Hawaii Integrated Justice Information Sharing (HIJIS) program, and Expungements.
ATG231	BD	Hawaii Criminal Justice Data Center	Same as BC. This sub-org had to be created because eBuddi could not accommodate more than 4 MOFs.
ATG500	GA	Child Support Enforcement Agency	Provide child support services such as order establishment and modifications, case enforcement, as well as child support payment collections and disbursements
ATG500	GC	Maui Family Support Unit	Provide paternity establishment services for child support purposes
ATG500	GC	Maui CSEA Unit	Provide child support services such as order establishment and modification, case enforcement, as well as child support payment collections
ATG500	GE	Lihue CSEA Unit	Provide child support services such as order establishment and modification, case enforcement, as well as child support payment collections
ATG500	GF	Hilo CSEA Unit	Provide child support services such as order establishment and modification, case enforcement, as well as child support payment collections

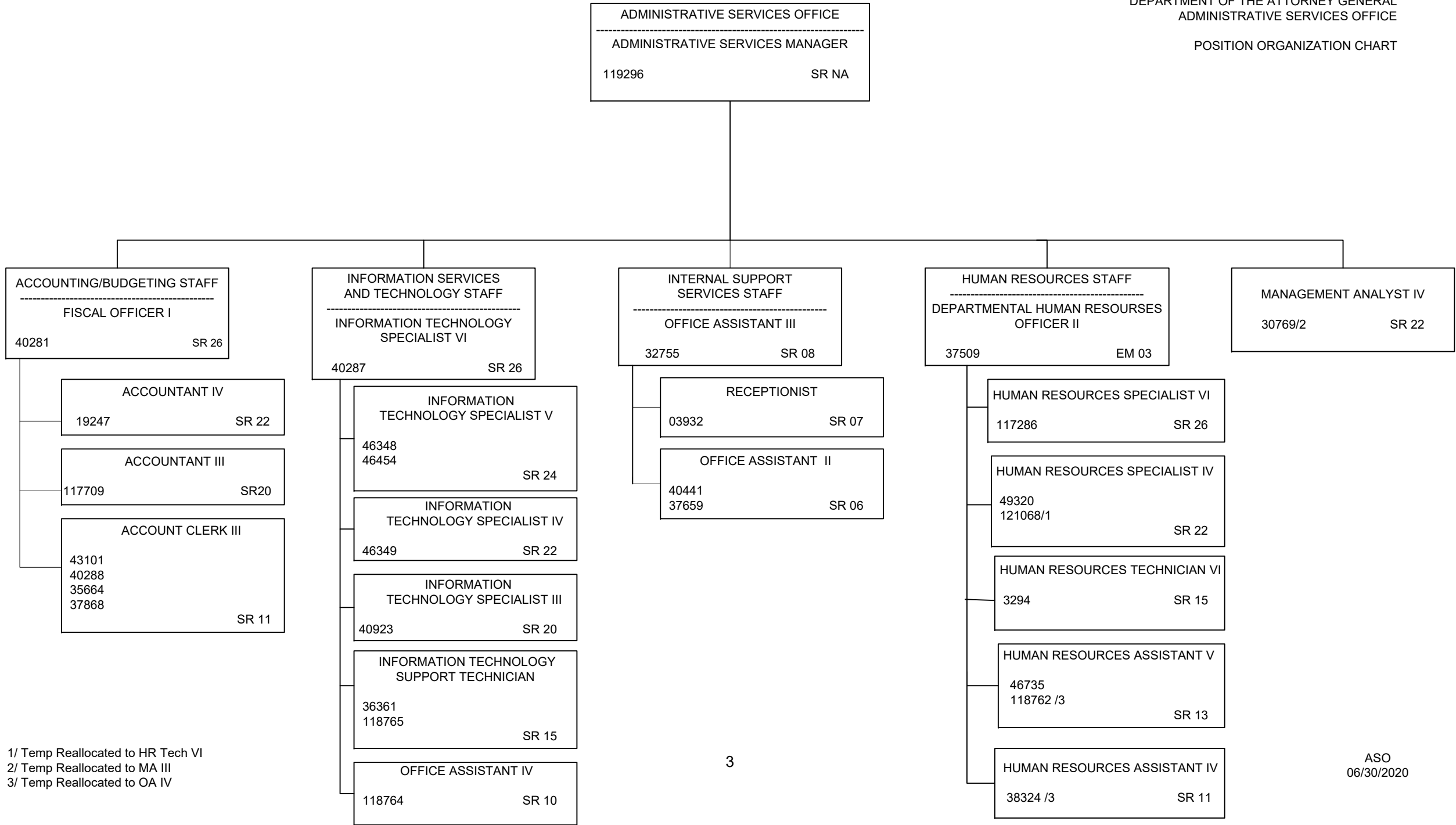
Department of the Attorney General
Organization Changes

Table 18

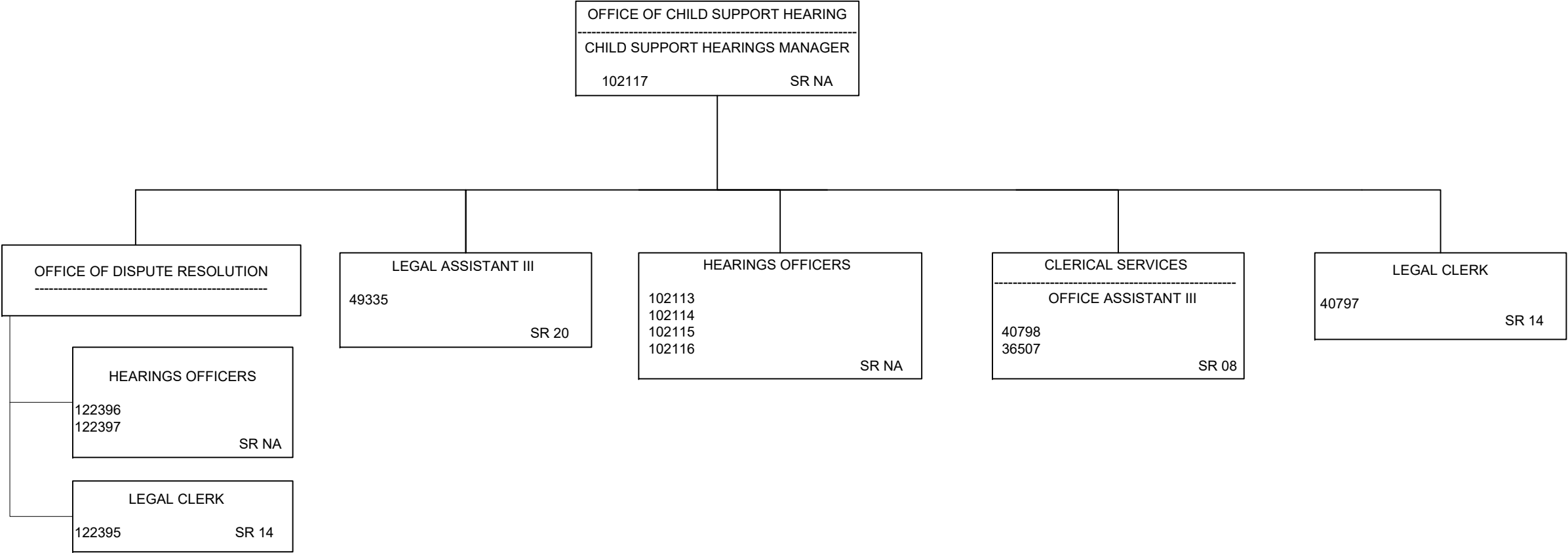
<u>Year of Change</u> <u>FY20/FY21</u>	<u>Description of Change</u>
FY 20	Criminal Justice Data Center Division: Abolished CHRI Spclt, pos. no. 122665.
FY 20	Civil Recoveries Division: Reallocate Legal Assistant II to Legal Assistant III, pos. no. 122807.
FY 20	Criminal Justice Division: Reallocate Auditor IV to Auditor V, pos. no. 30850.
FY 20	Child Support Enforcement Division: Reallocate Information Tech Spclt Band B to Information Tech Spclt Band C, pos. no. 110034.
FY 20	Child Support Enforcement Division: Reallocate Information Tech Spclt Band A to Information Tech Spclt Band B, pos. no. 34963.
FY 20	Administrative Services Office: Reallocate Librarian IV to Management Analyst IV, pos. no. 30769
FY 20	Commerce, Economic, Development Division: Abolished Legal Clerk, pos. no. 28787
FY 20	Employment Law Division: Abolished Legal Clerk, pos. no. 37607
FY 20	Commerce, Economic, Development Division: Abolished Office Assistant II, pos. no. 40463
FY 20	Criminal Justice Data Center Division: Abolished NCHIP Program Analyst, pos. no. 122063
FY 20	Criminal Justice Data Center Division: Abolished NARIP Program Manager, pos. no. 122143
FY 20	Civil Recoveries Division: Abolished Office Assistant III, pos. no. 39453
FY 20	Civil Recoveries Division: Abolished Legal Assistant III, pos. no. 43201
FY 20	Criminal Justice Division: Abolished Information Tech Spclt Band B, pos. no. 119240
	https://ag.hawaii.gov/wp-content/uploads/2020/12/2020-ATG-Org-Chart.pdf
	https://ag.hawaii.gov/wp-content/uploads/2020/12/2020-ATG-Functional-Statements-all-divisions.pdf

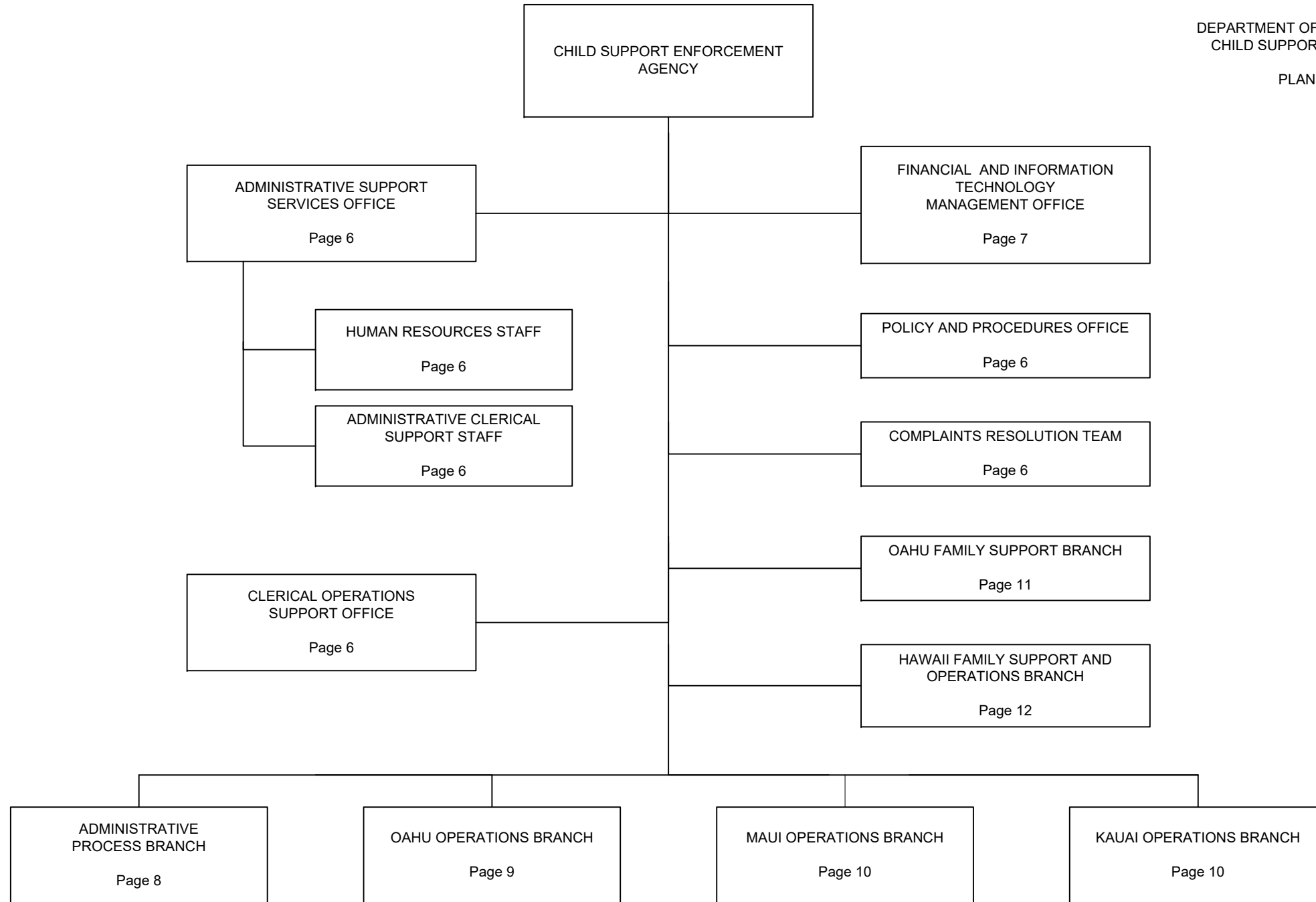


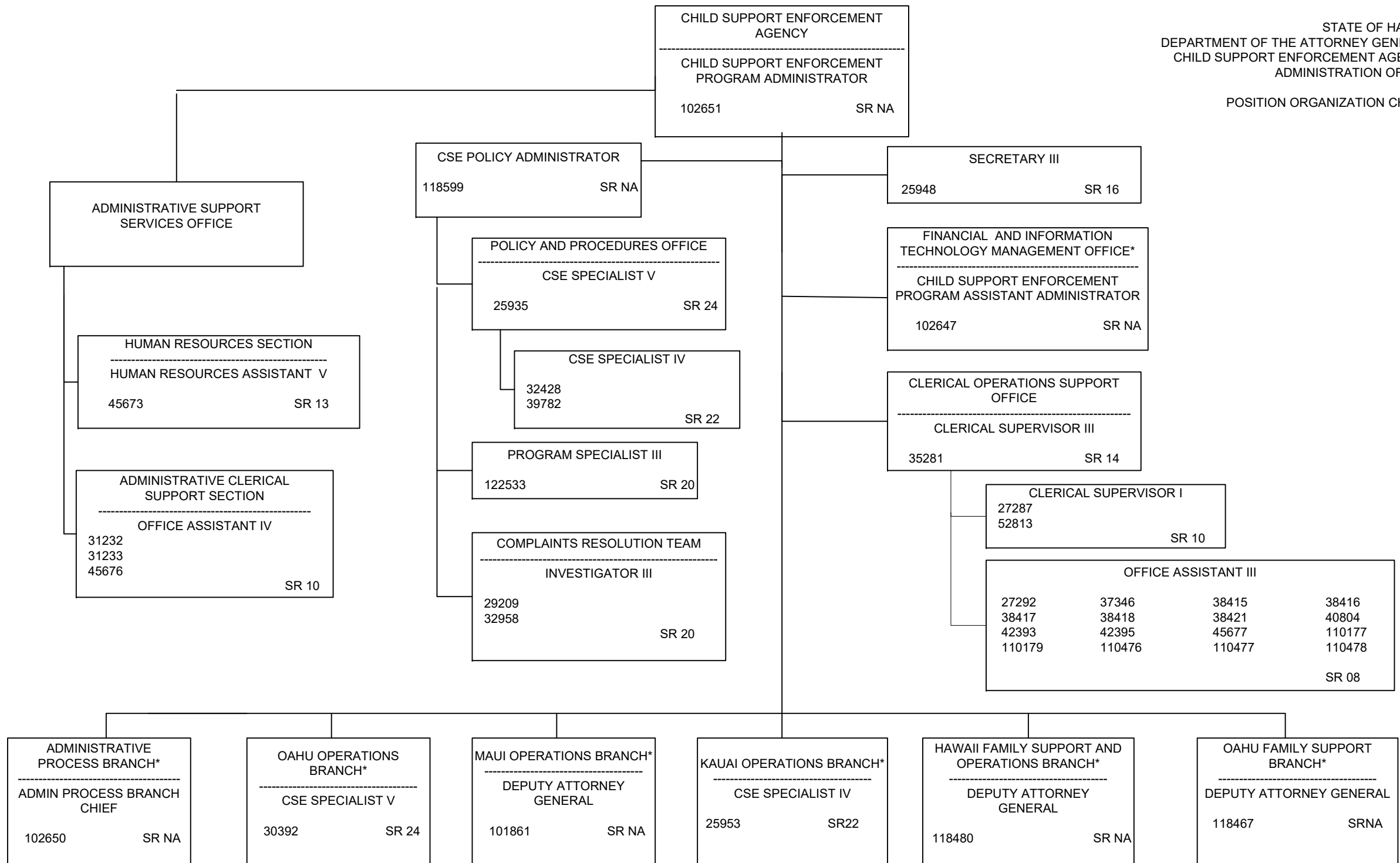




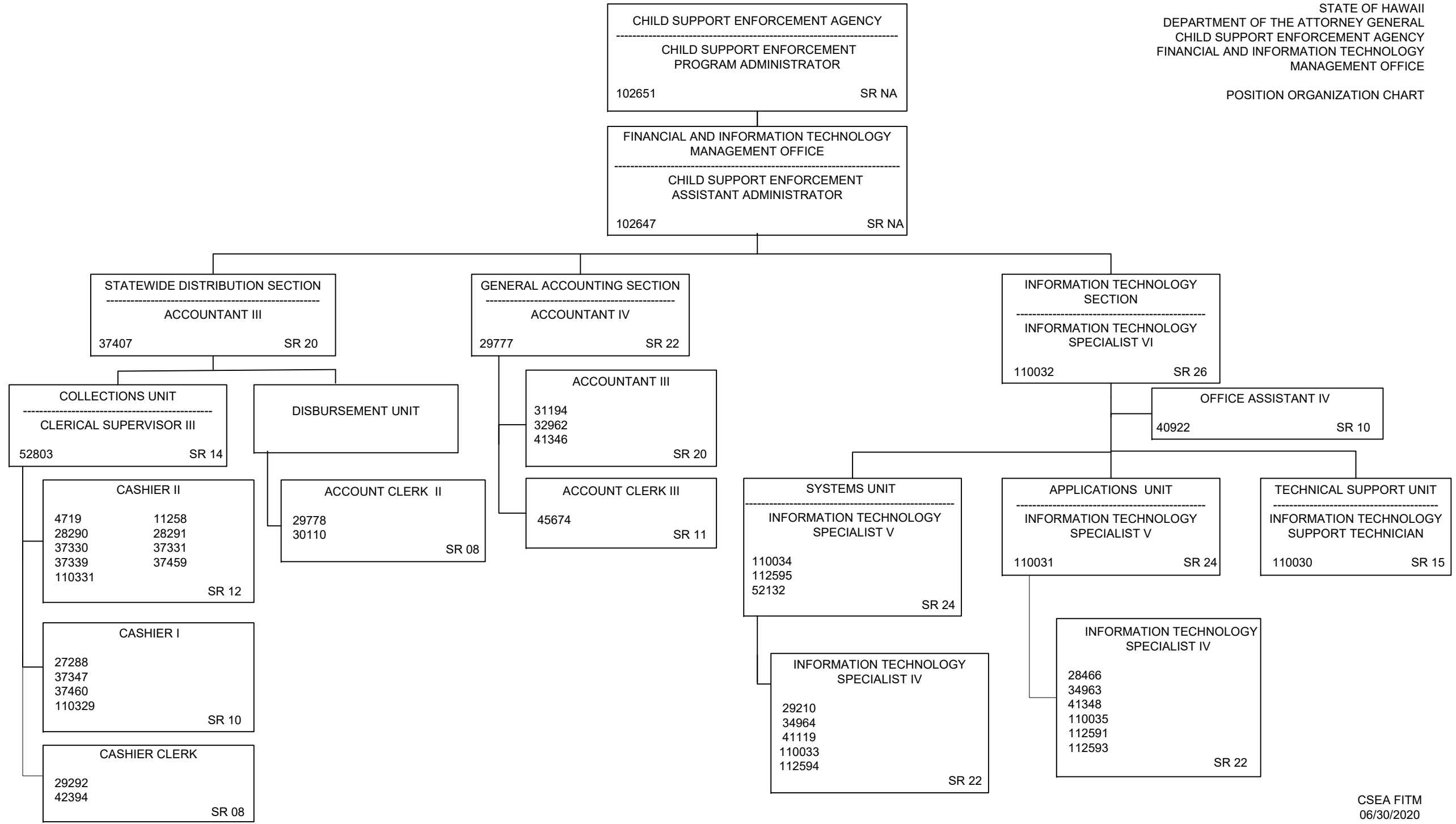
1/ Temp Reallocated to HR Tech VI
 2/ Temp Reallocated to MA III
 3/ Temp Reallocated to OA IV





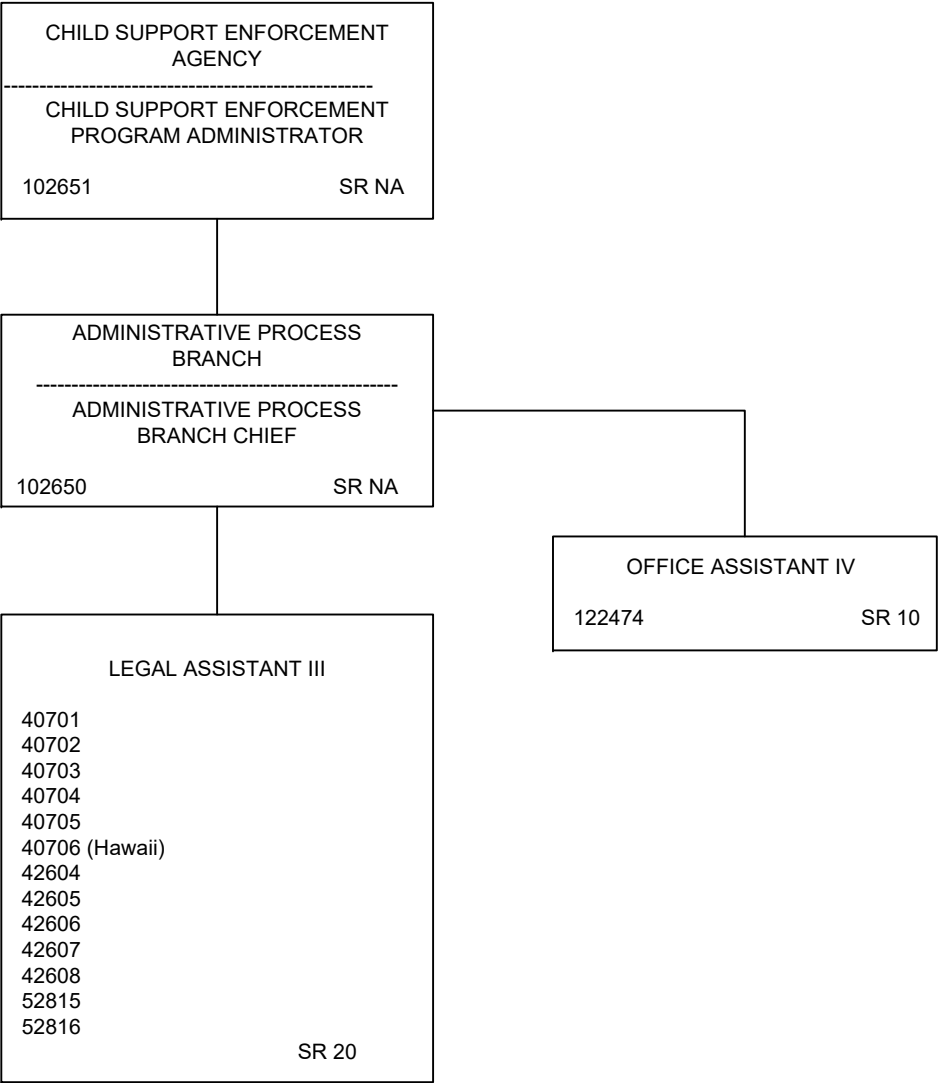


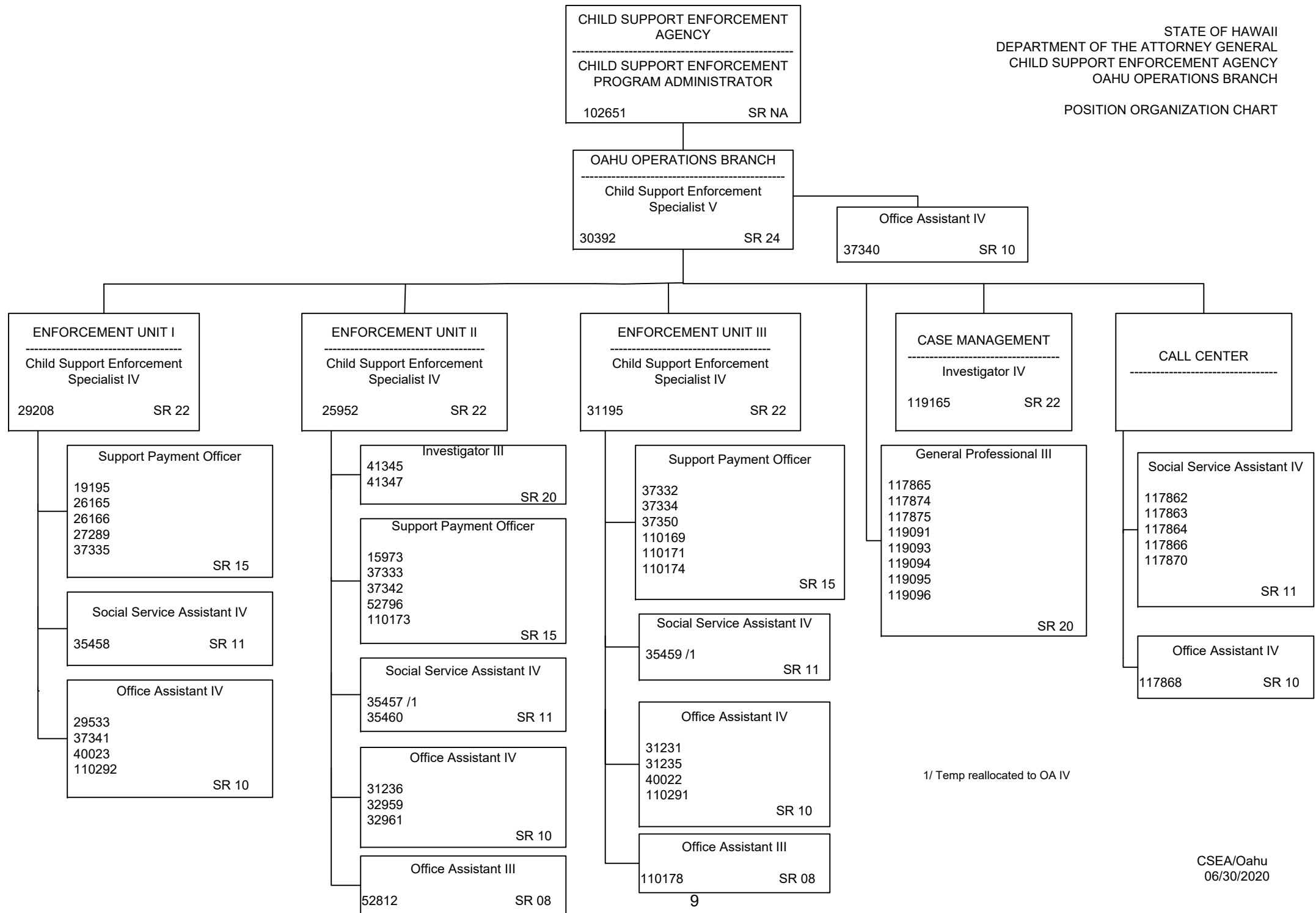
* Refer to following pages



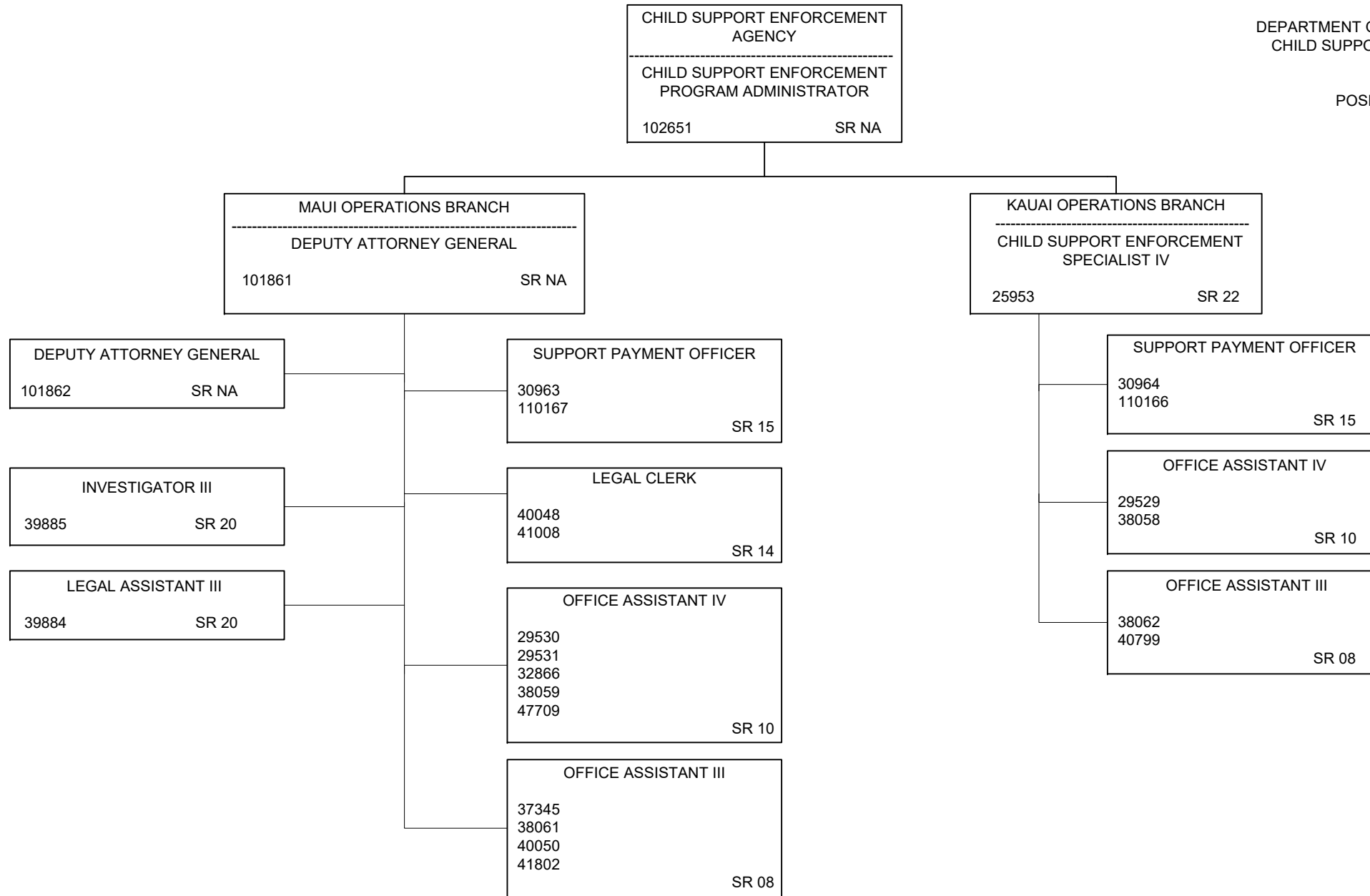
STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
CHILD SUPPORT ENFORCEMENT AGENCY
ADMINISTRATIVE PROCESS BRANCH

POSITION ORGANIZATION CHART

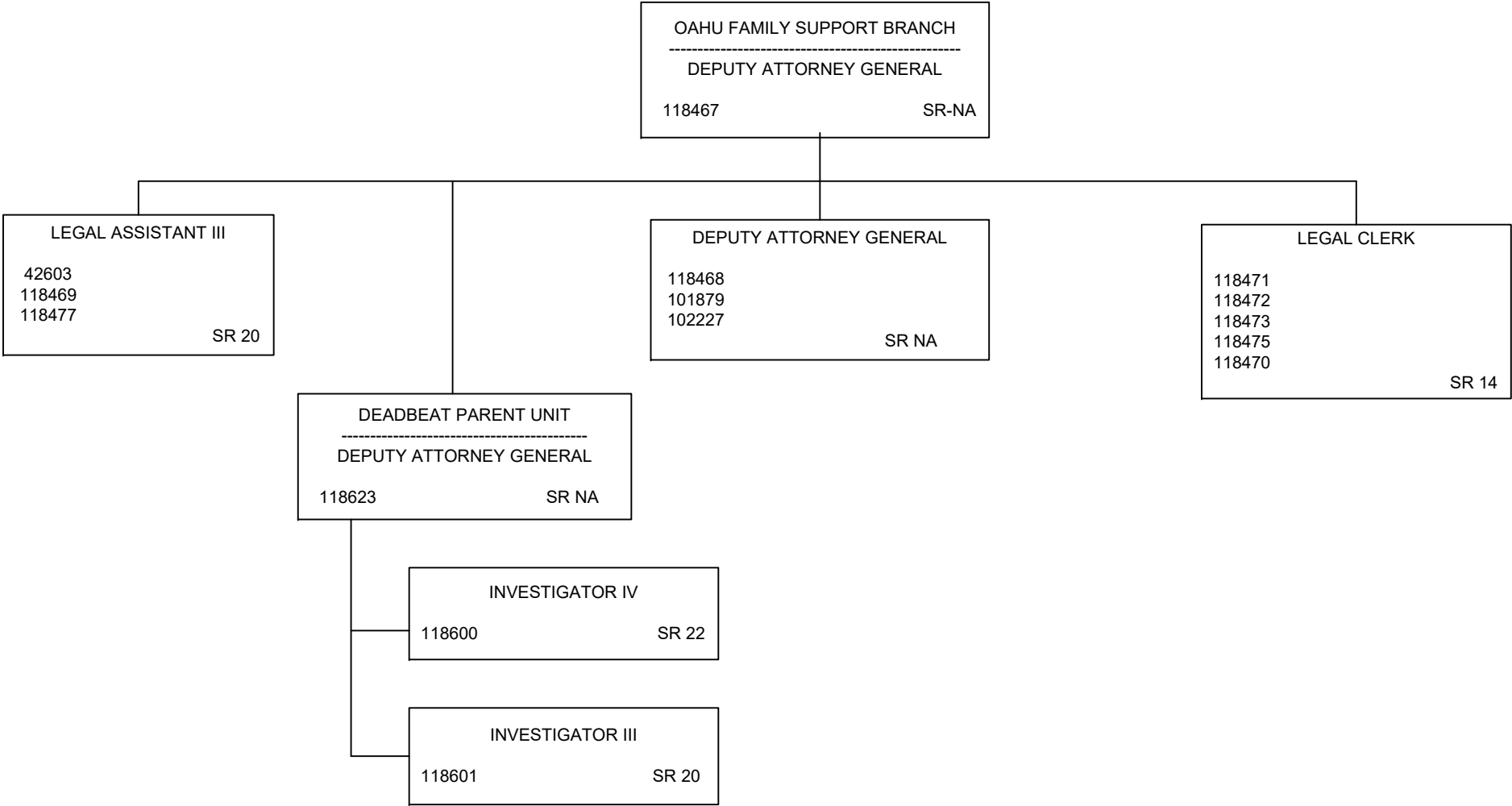




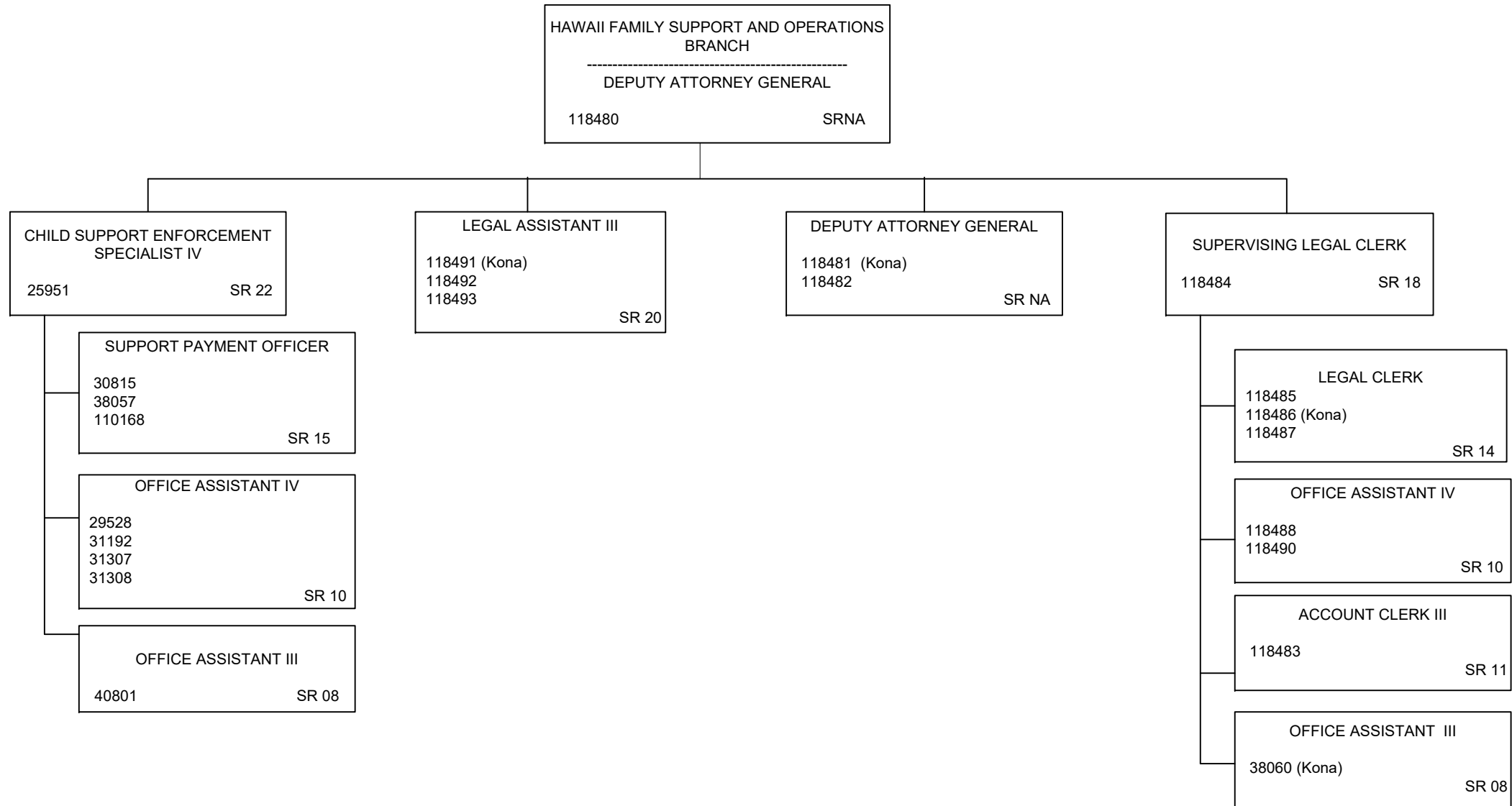
POSITION ORGANIZATION CHART

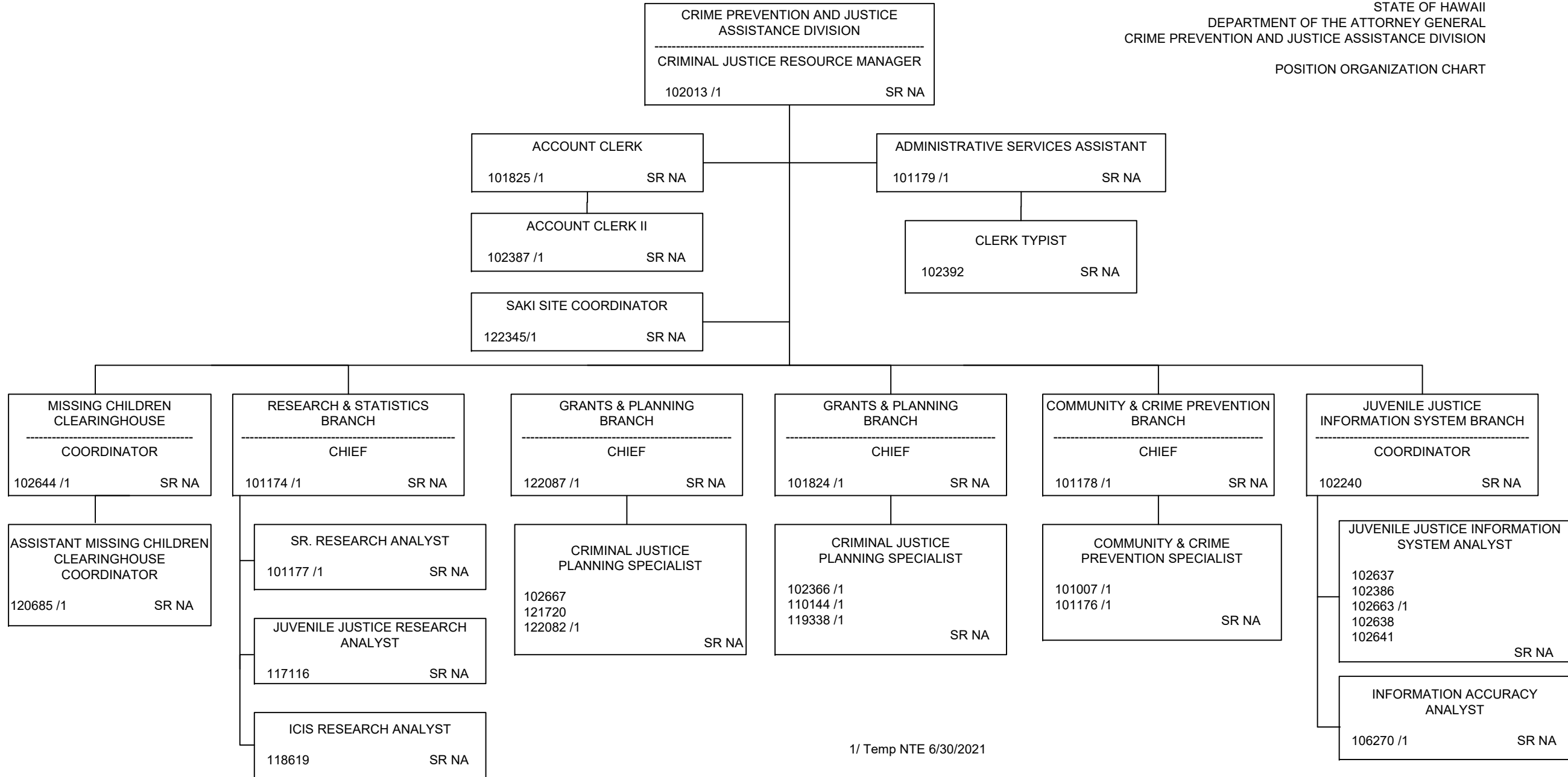


POSITION ORGANIZATION CHART



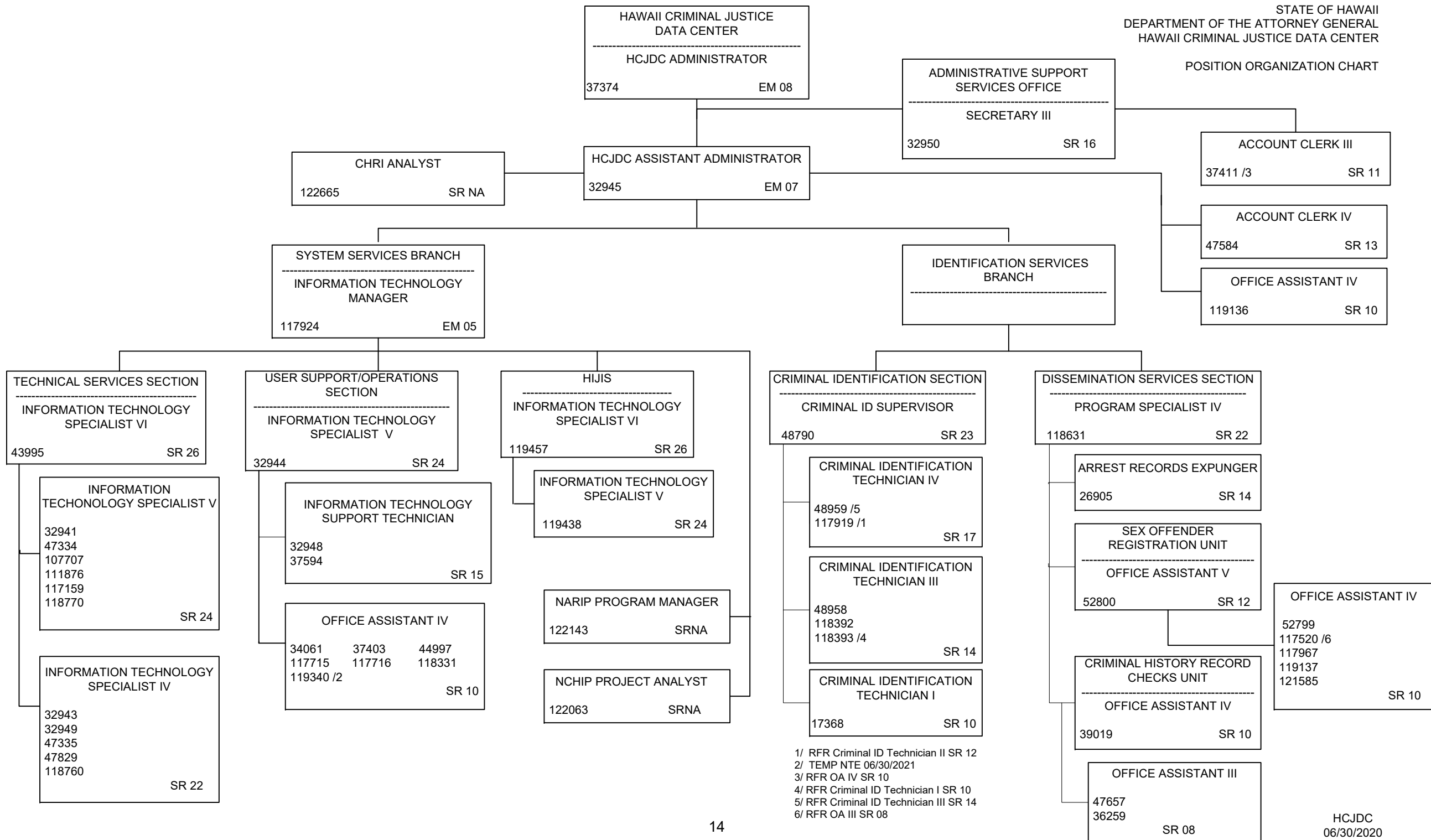
POSITION ORGANIZATION CHART



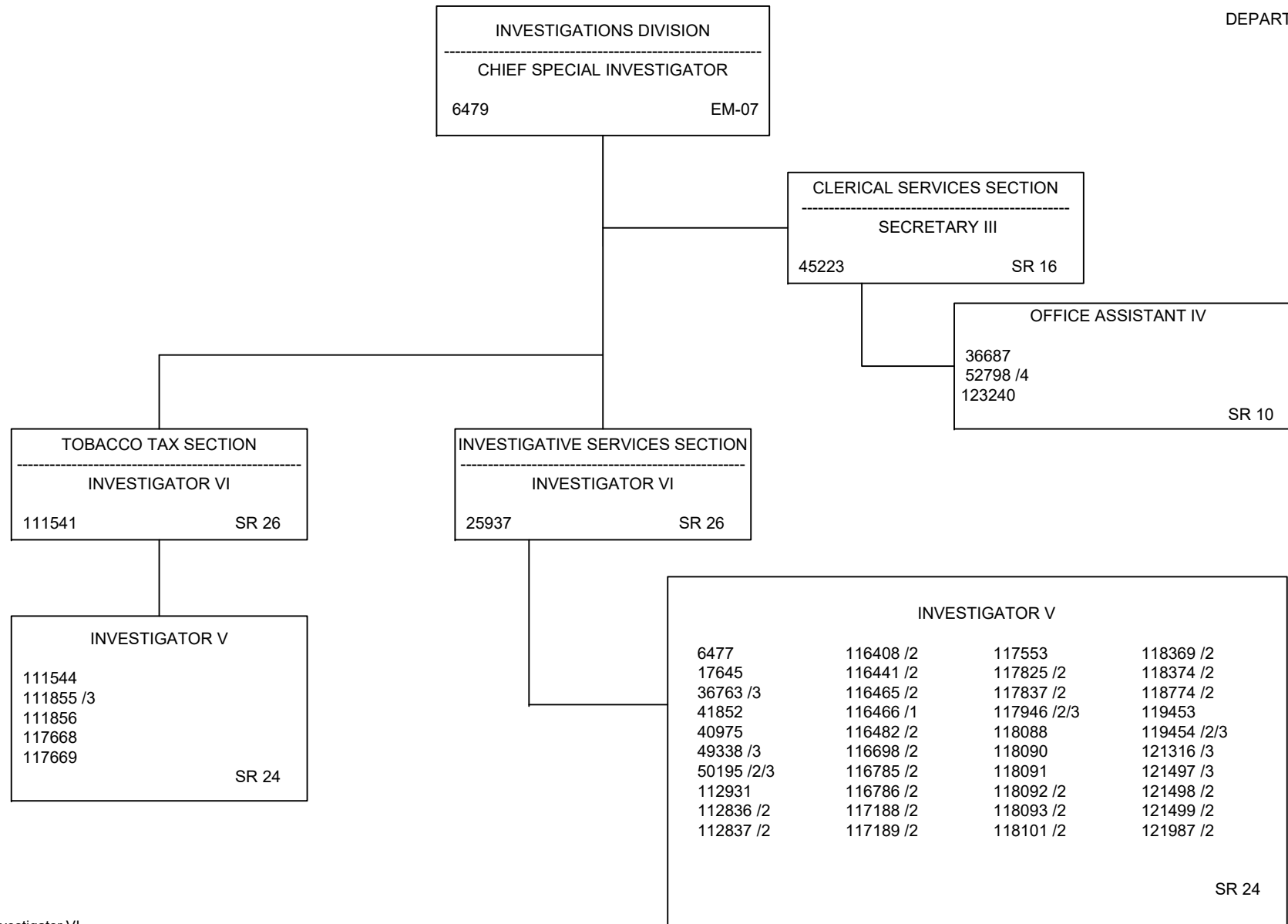


1/ Temp NTE 6/30/2021

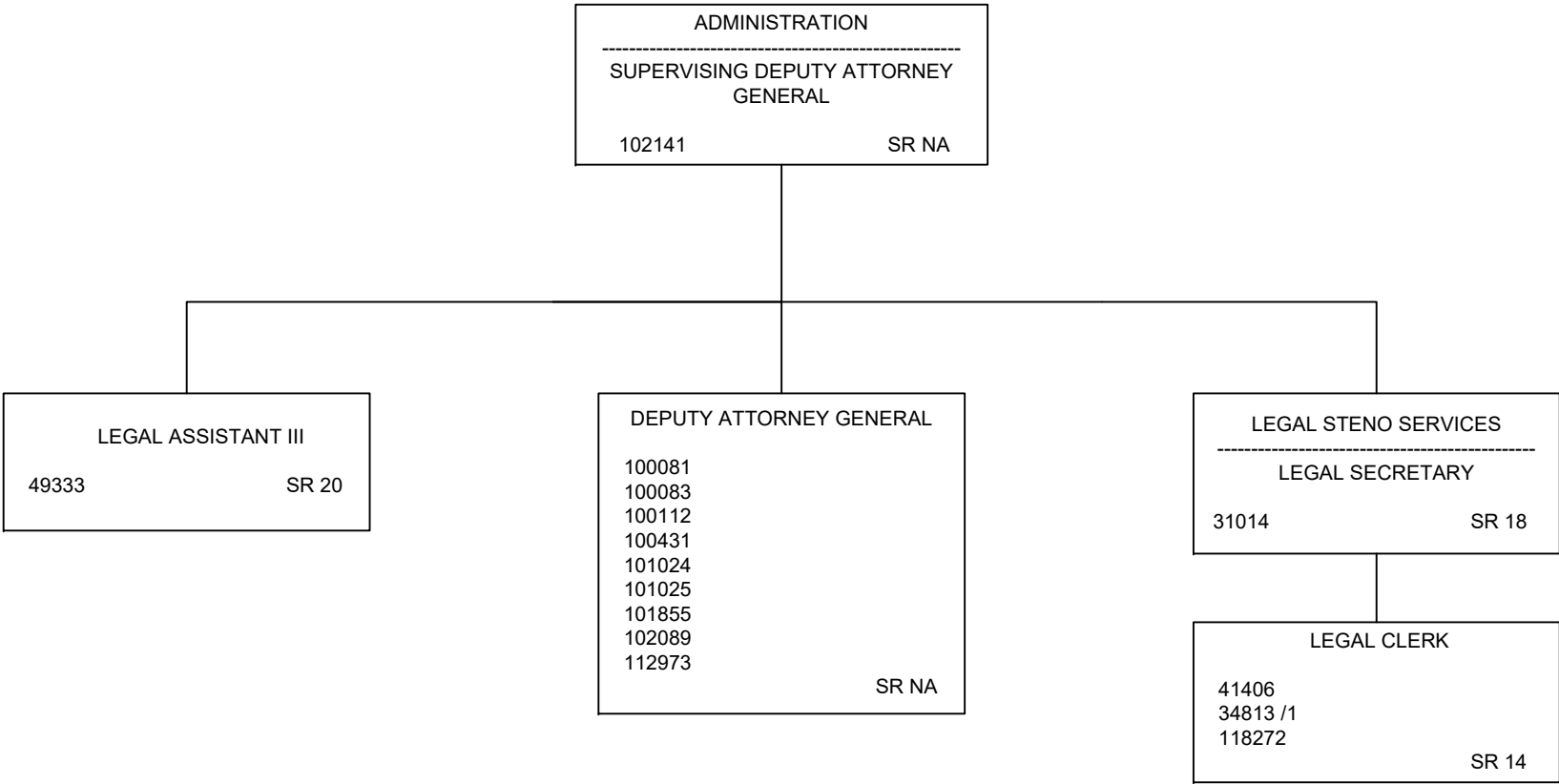
POSITION ORGANIZATION CHART



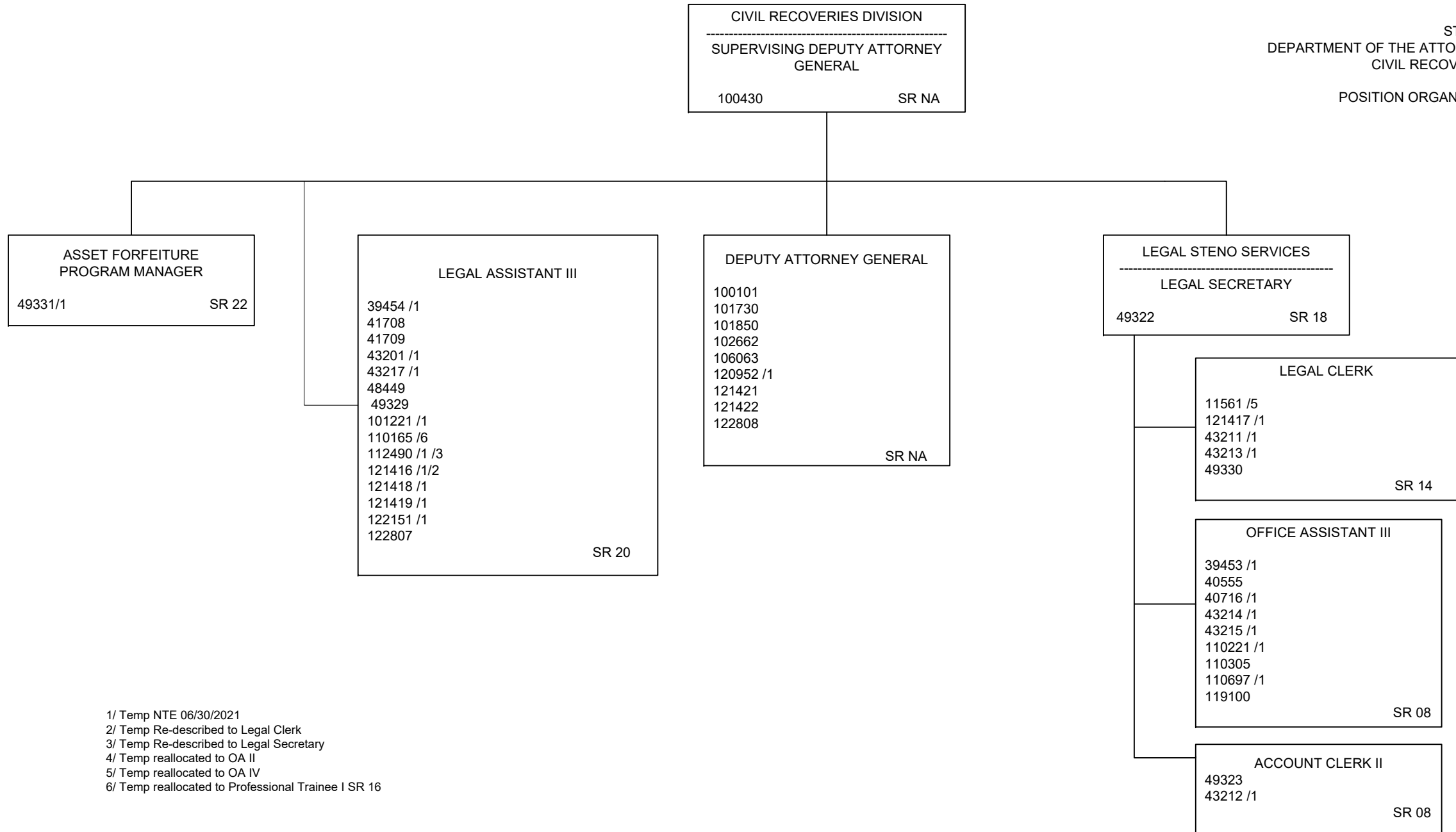
1/ RFR Criminal ID Technician II SR 12
2/ TEMP NTE 06/30/2021
3/ RFR OA IV SR 10
4/ RFR Criminal ID Technician I SR 10
5/ RFR Criminal ID Technician III SR 14
6/ RFR OA III SR 08



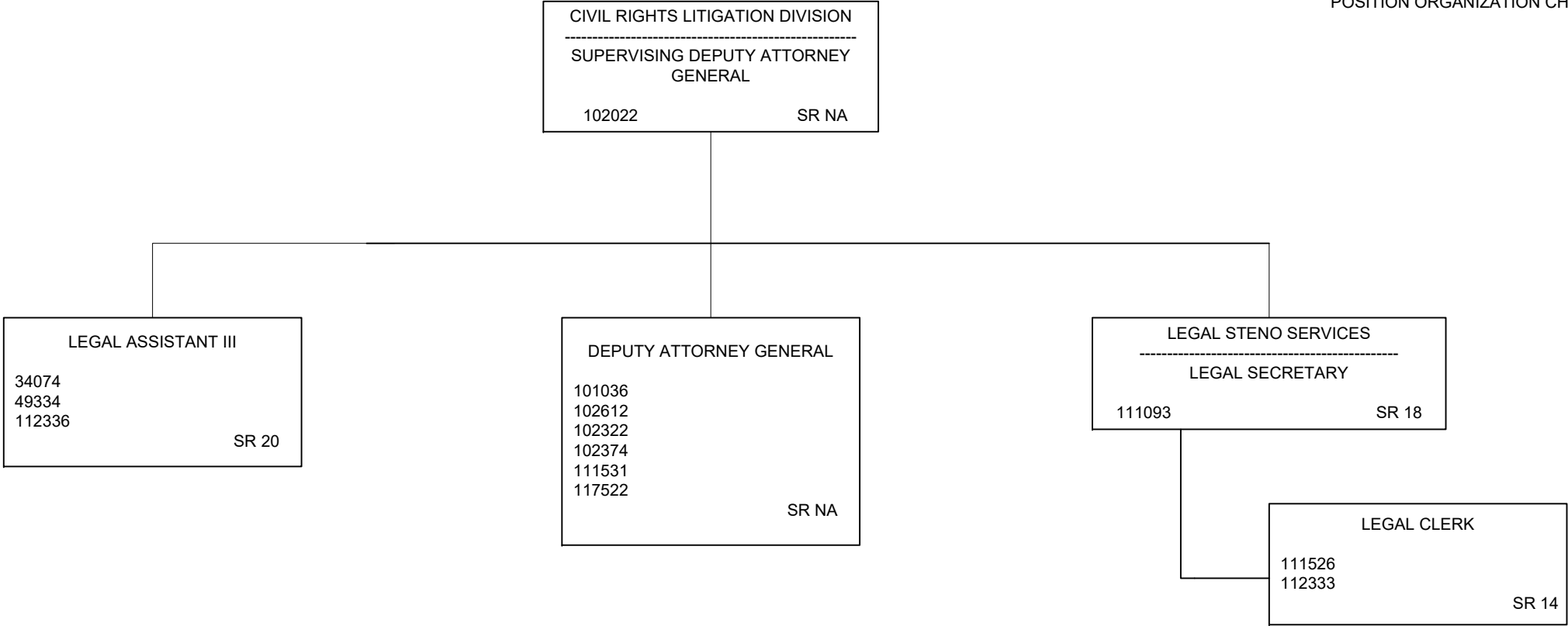
1/ 50% FTE
2/ Temp NTE 06/30/2021
3/ Temp reallocation to Investigator VI
4/ Temp reallocated to OA III



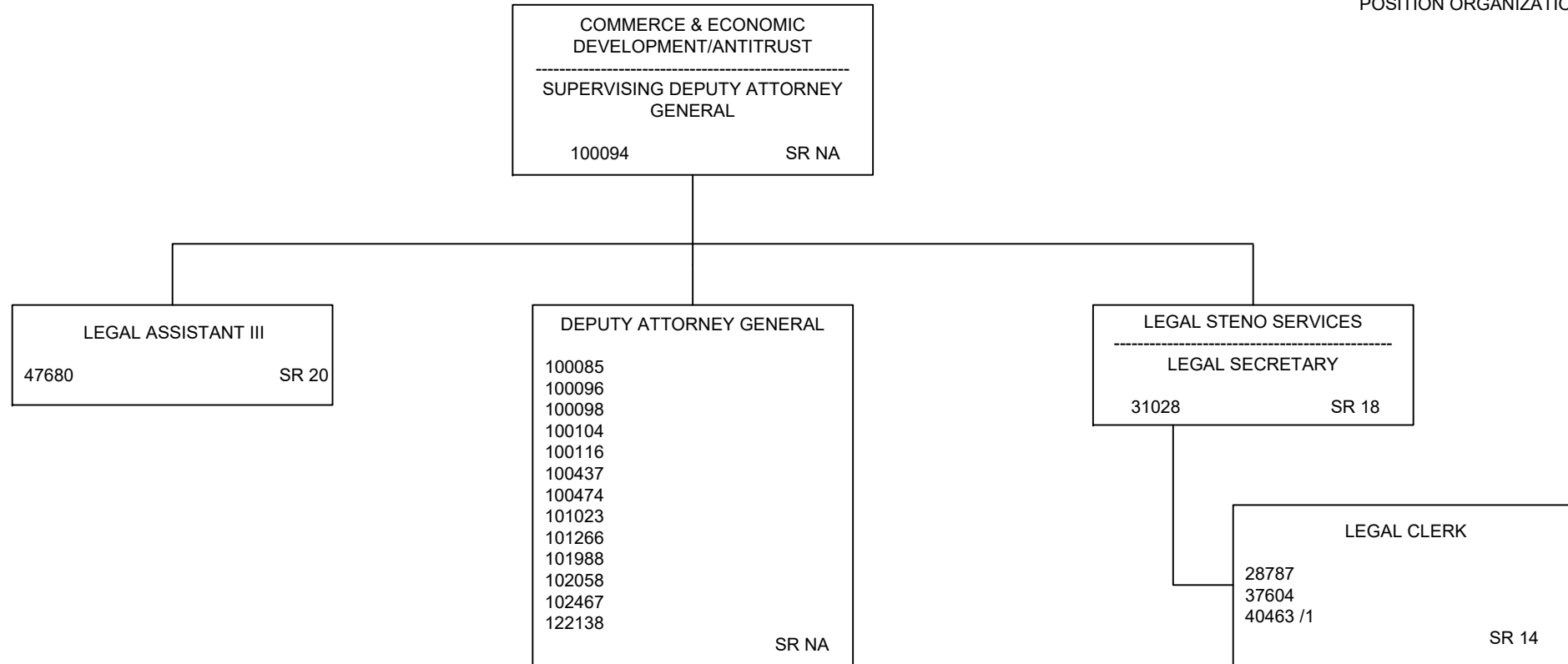
1/ Temp reallocation to OA III SR 08



1/ Temp NTE 06/30/2021
 2/ Temp Re-described to Legal Clerk
 3/ Temp Re-described to Legal Secretary
 4/ Temp reallocated to OA II
 5/ Temp reallocated to OA IV
 6/ Temp reallocated to Professional Trainee I SR 16

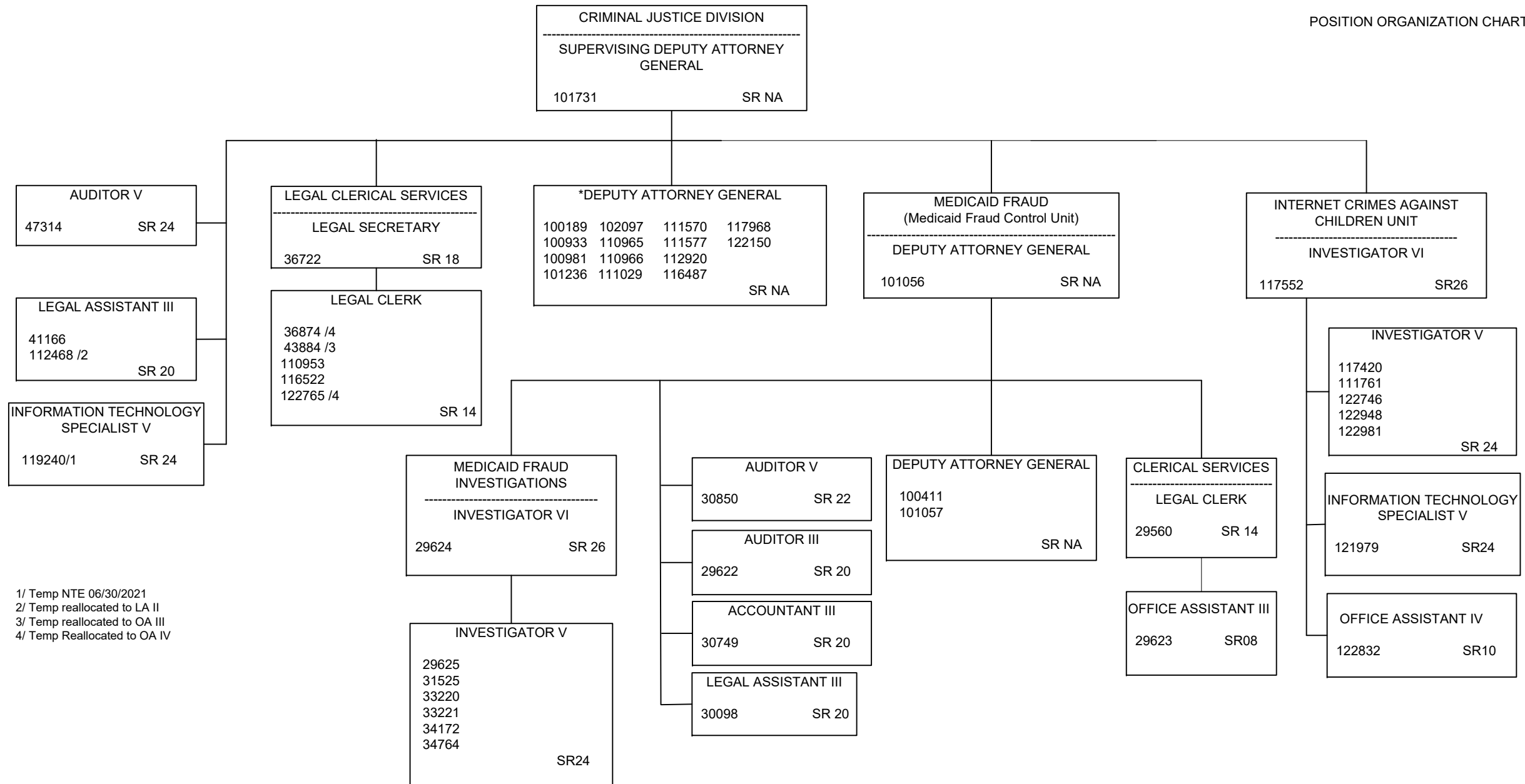


POSITION ORGANIZATION CHART

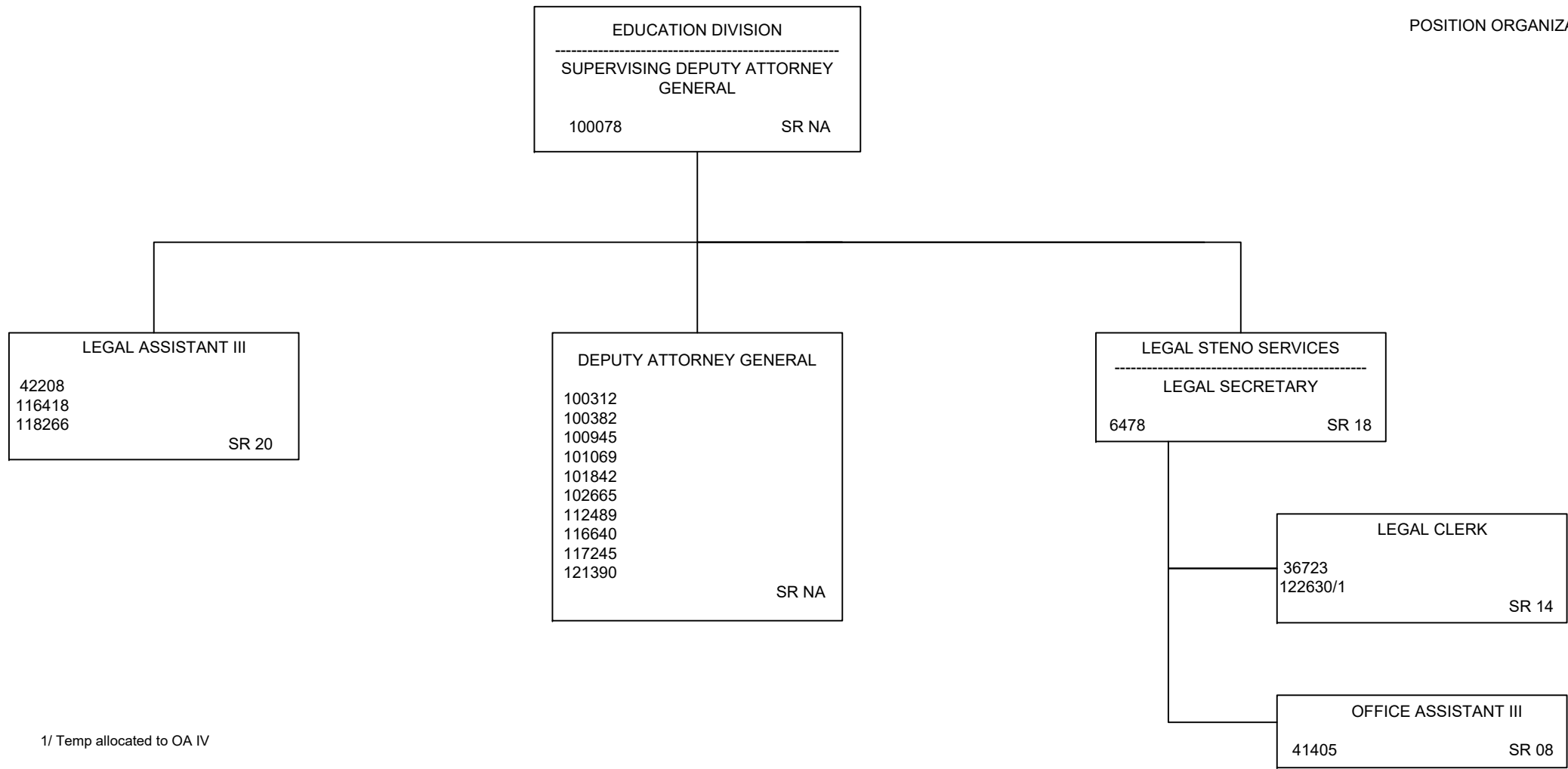


1/ Temp RFR to OA II

POSITION ORGANIZATION CHART

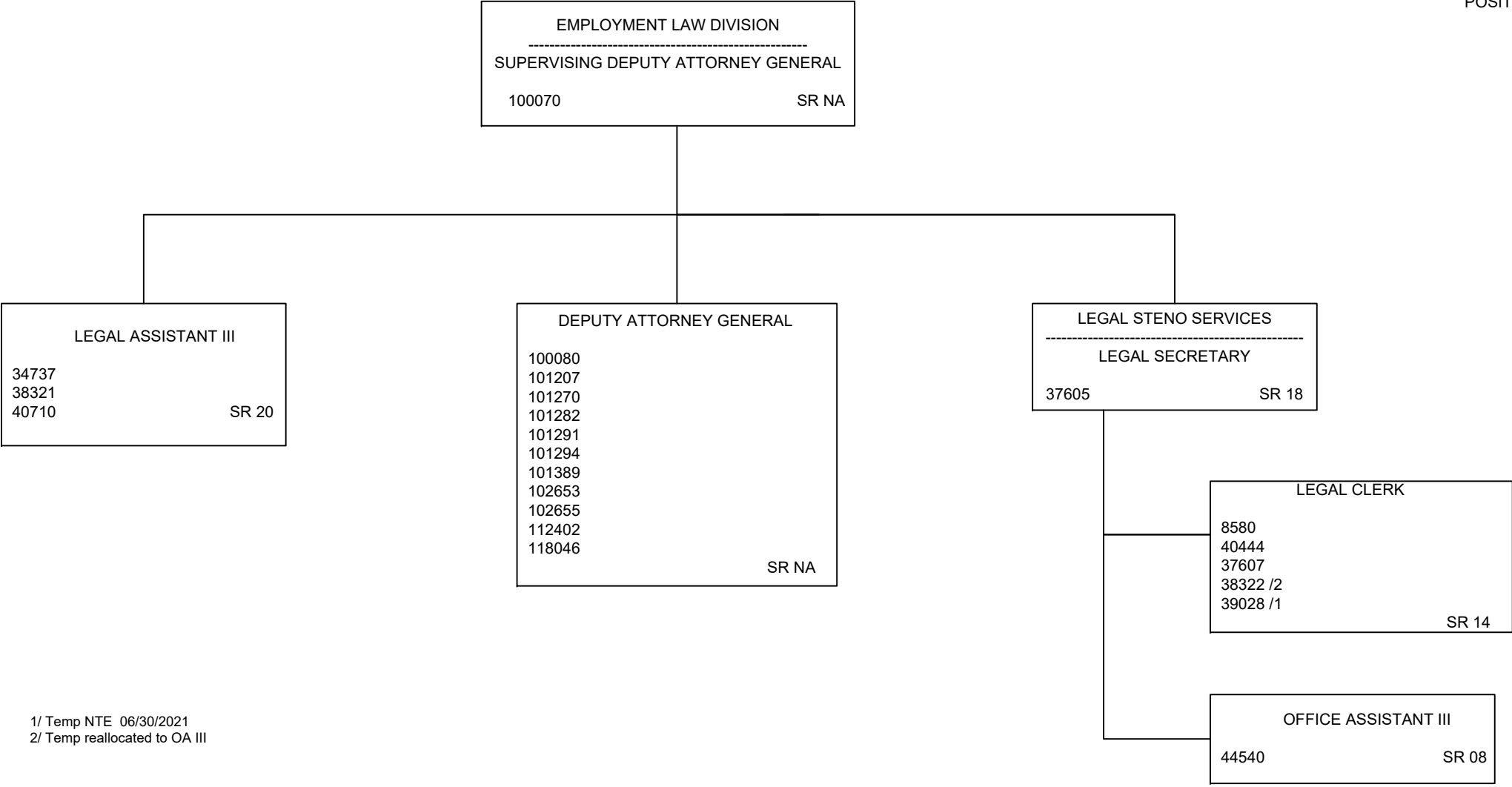


1/ Temp NTE 06/30/2021
 2/ Temp reallocated to LA II
 3/ Temp reallocated to OA III
 4/ Temp Reallocated to OA IV

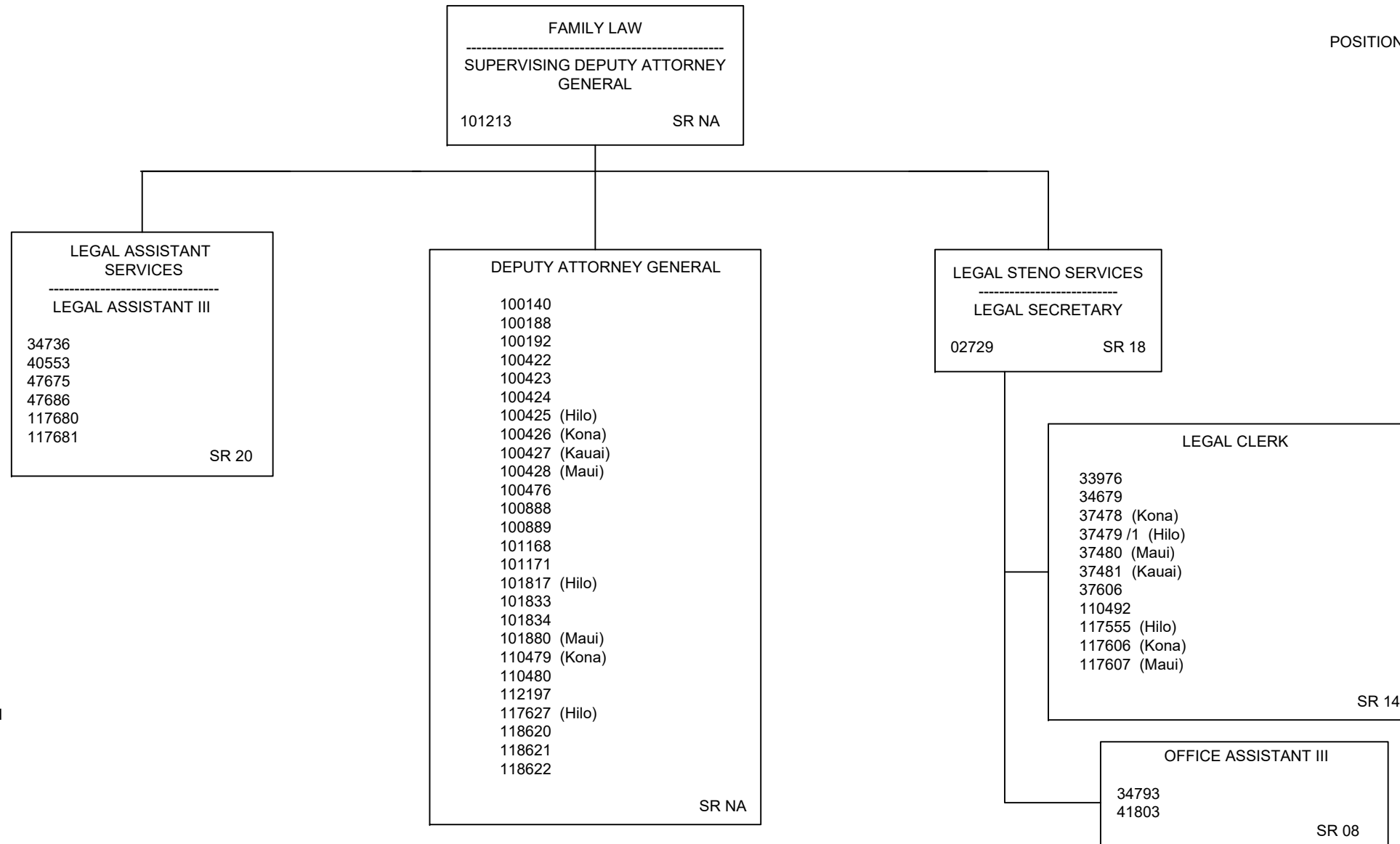


1/ Temp allocated to OA IV

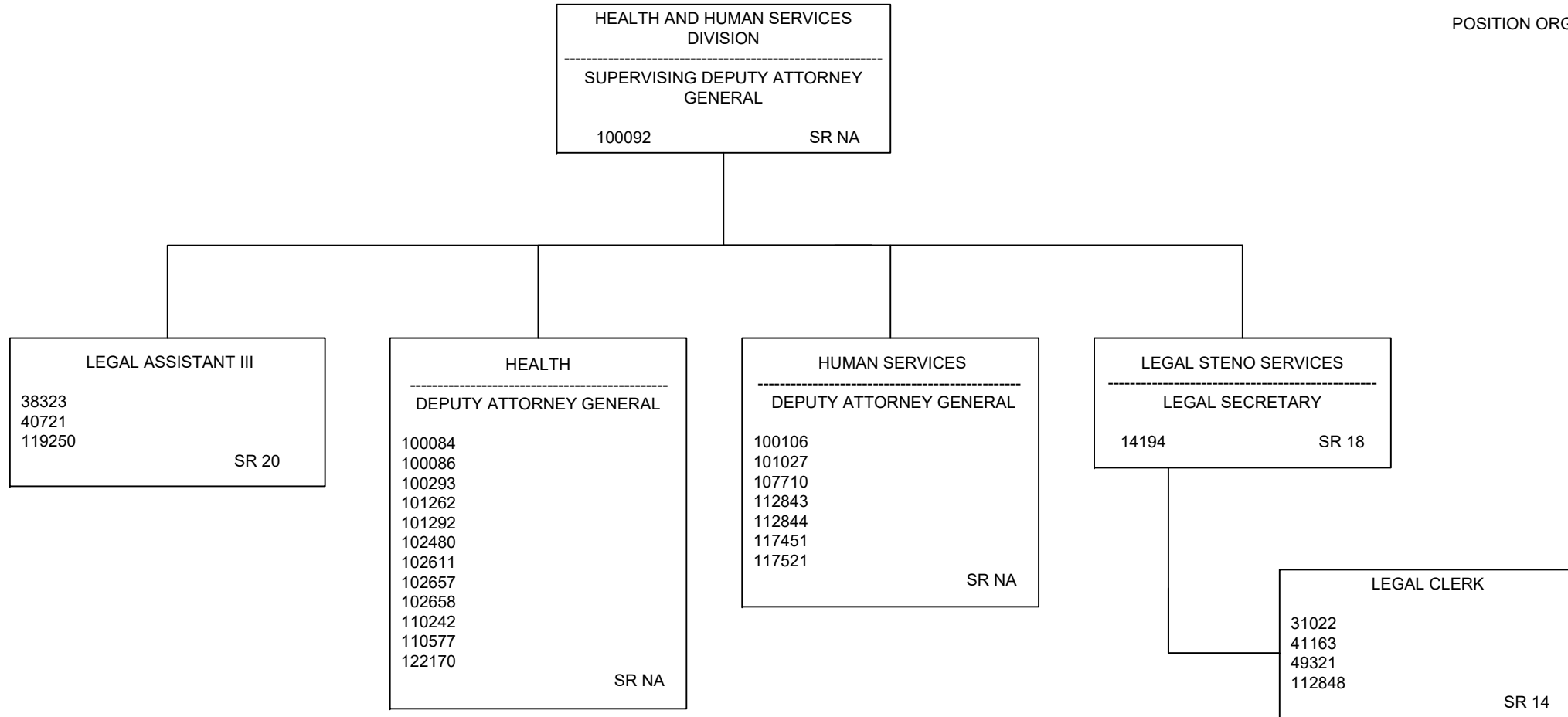
POSITION ORGANIZATION CHART

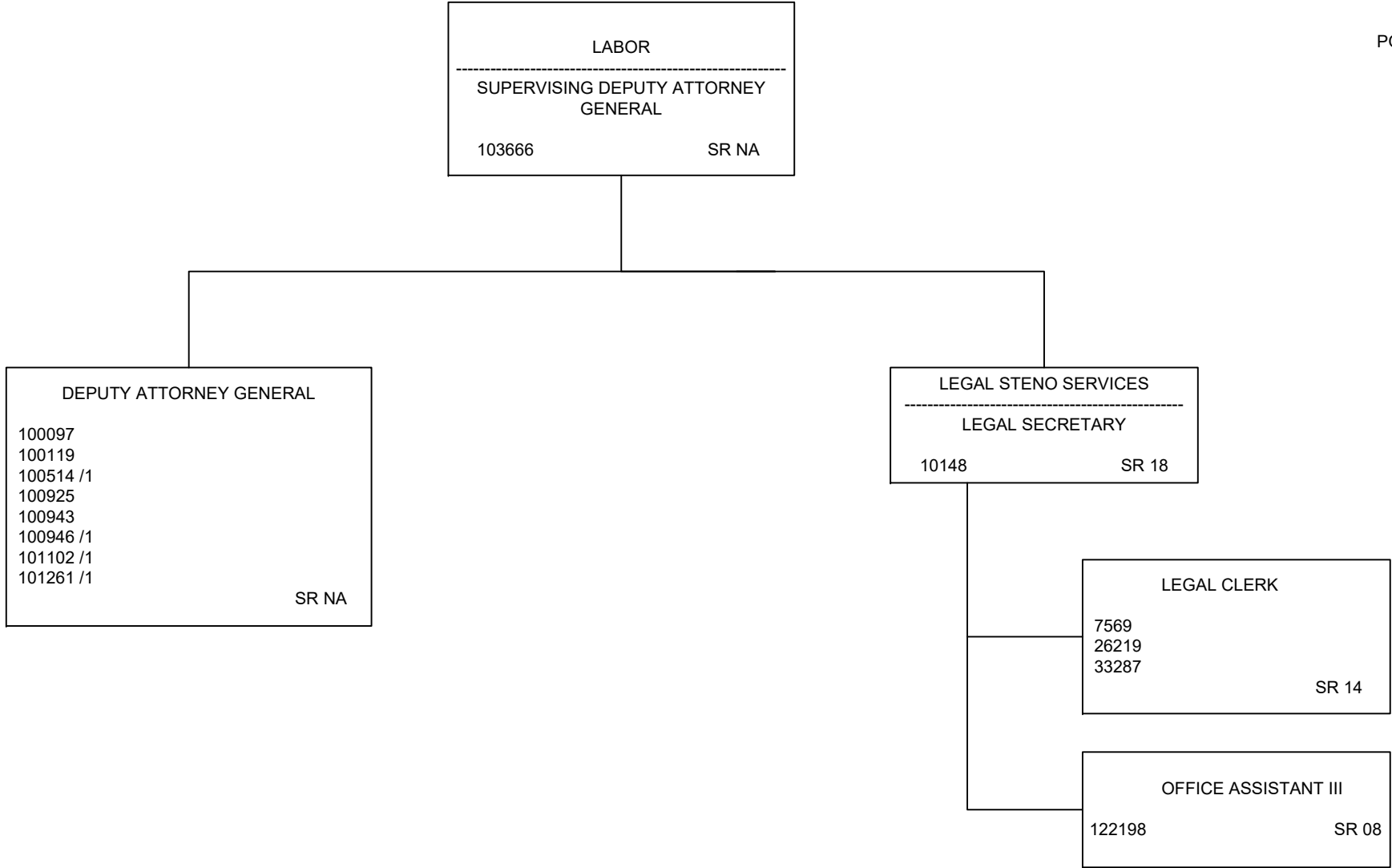


1/ Temp NTE 06/30/2021
2/ Temp reallocated to OA III

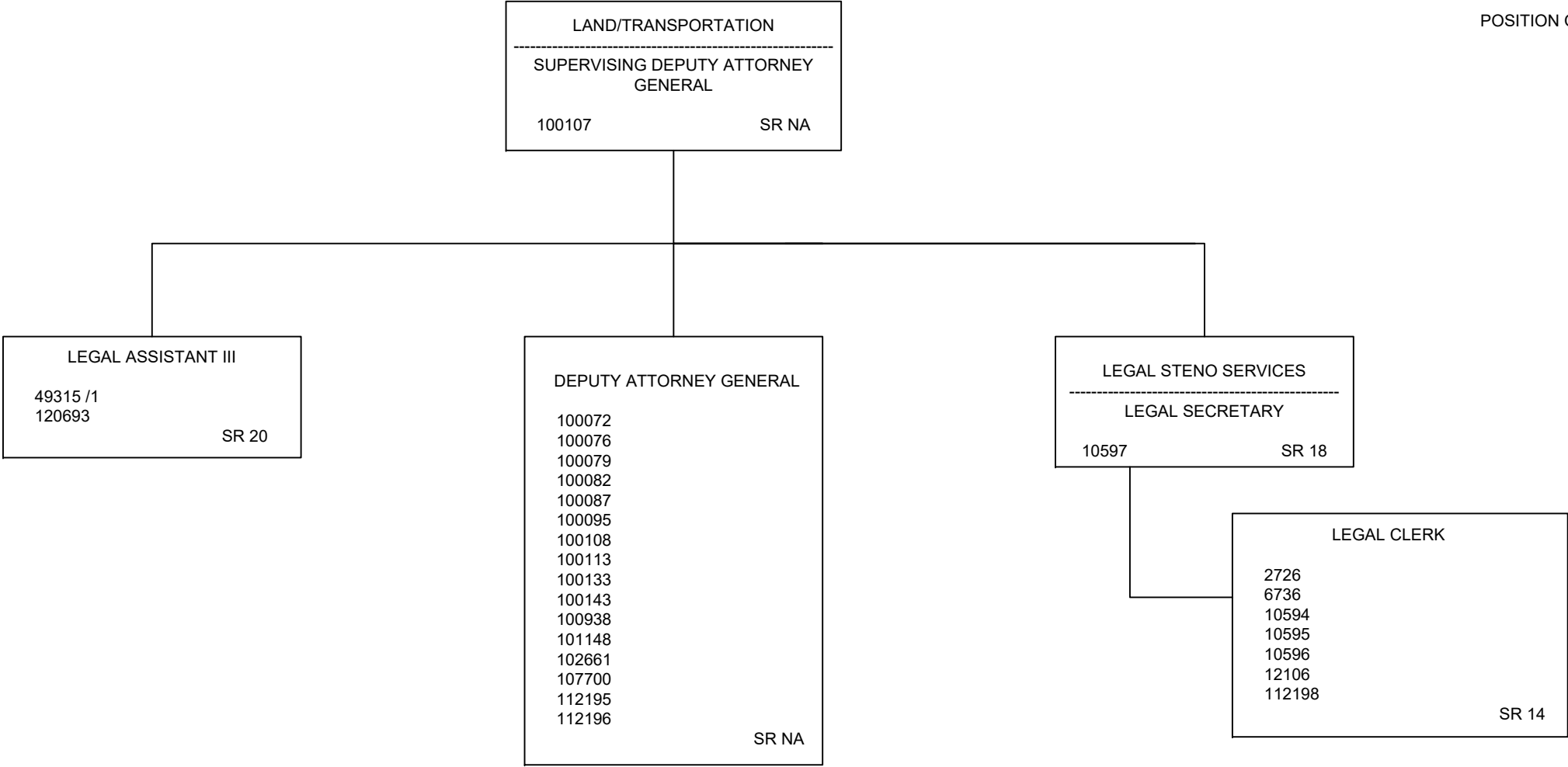


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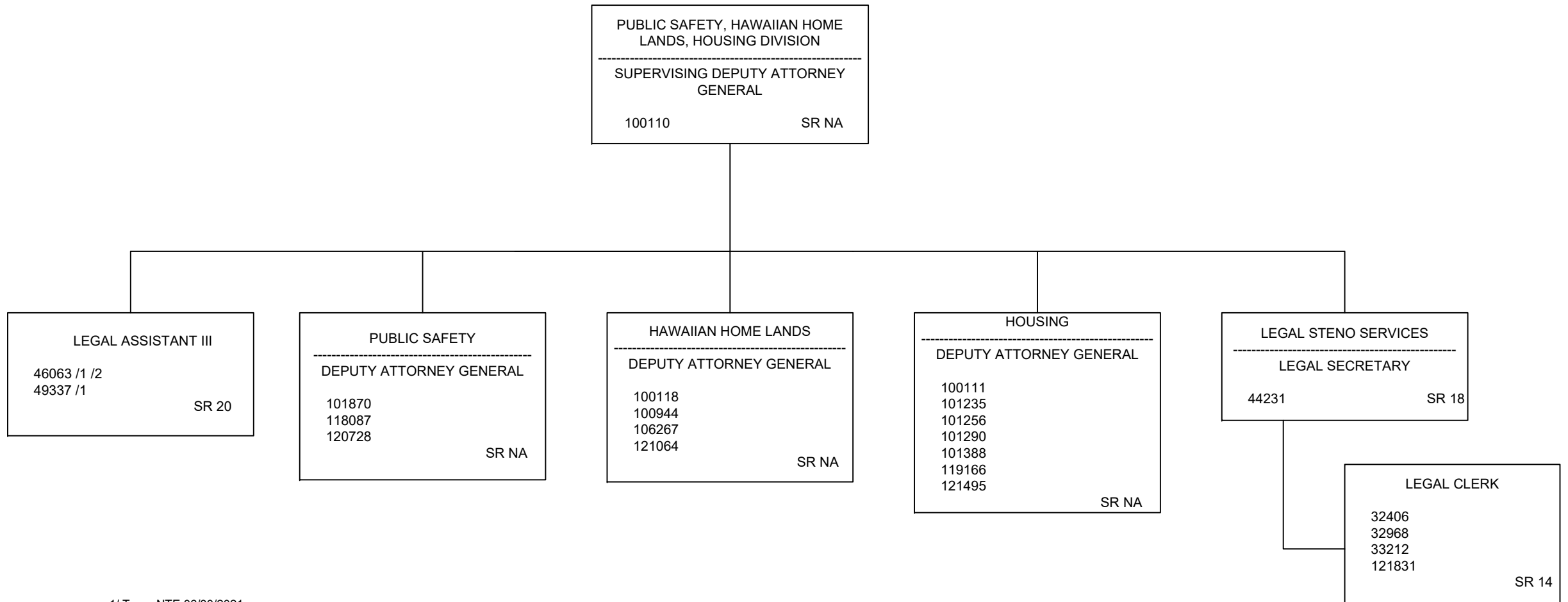




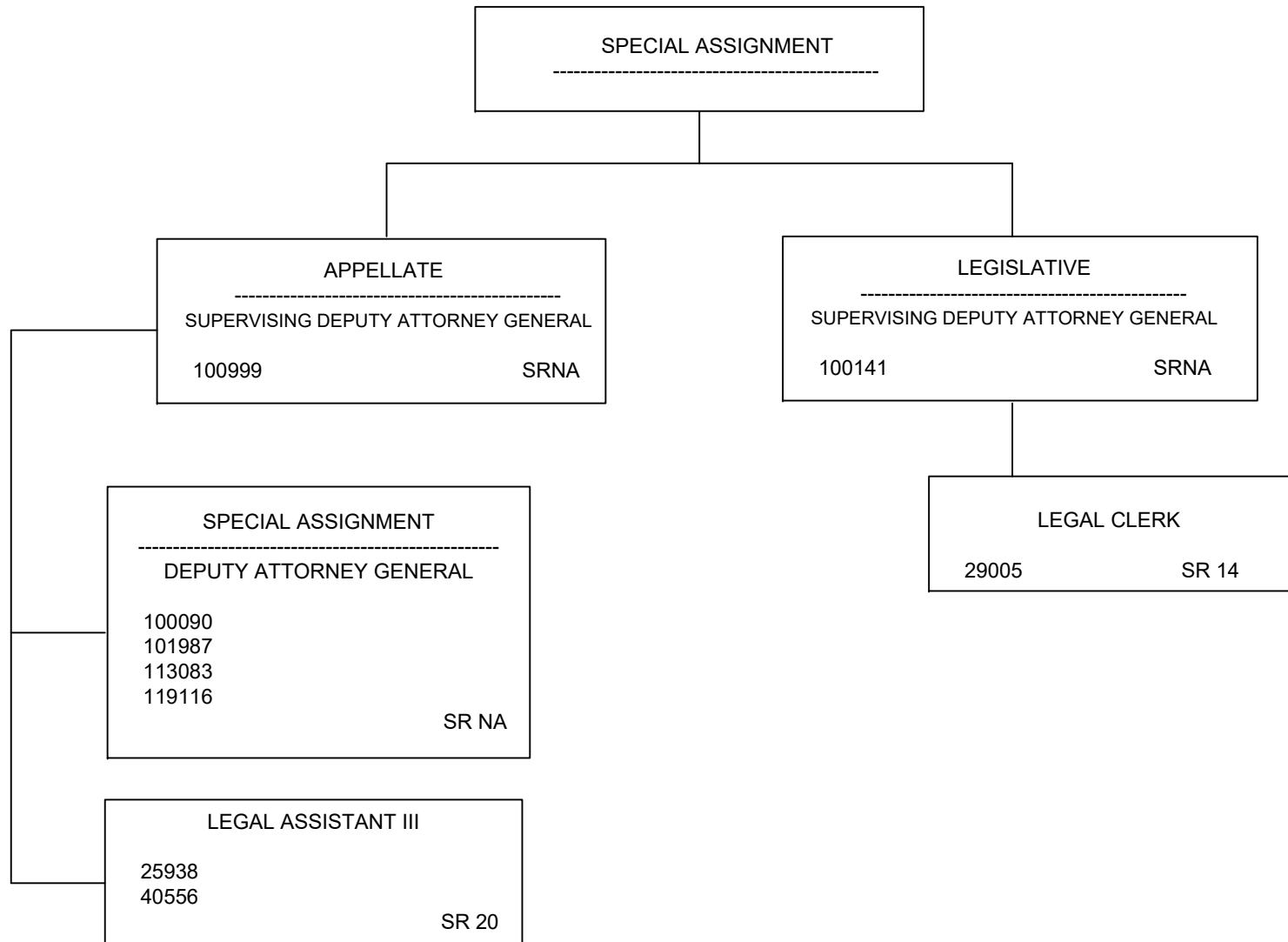
1/ Temp NTE 06/30/2021



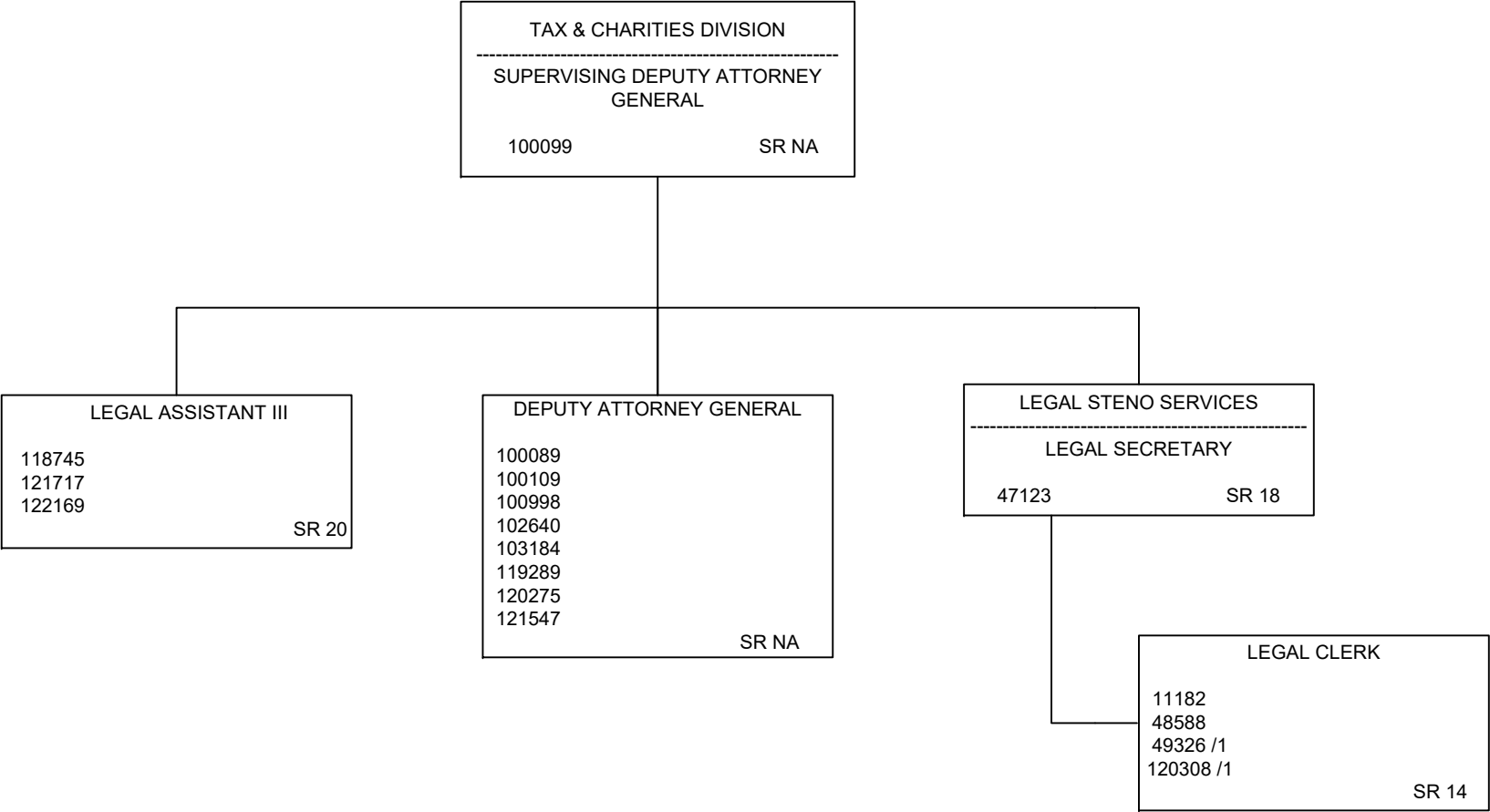
1/ Temp NTE 06/30/2021



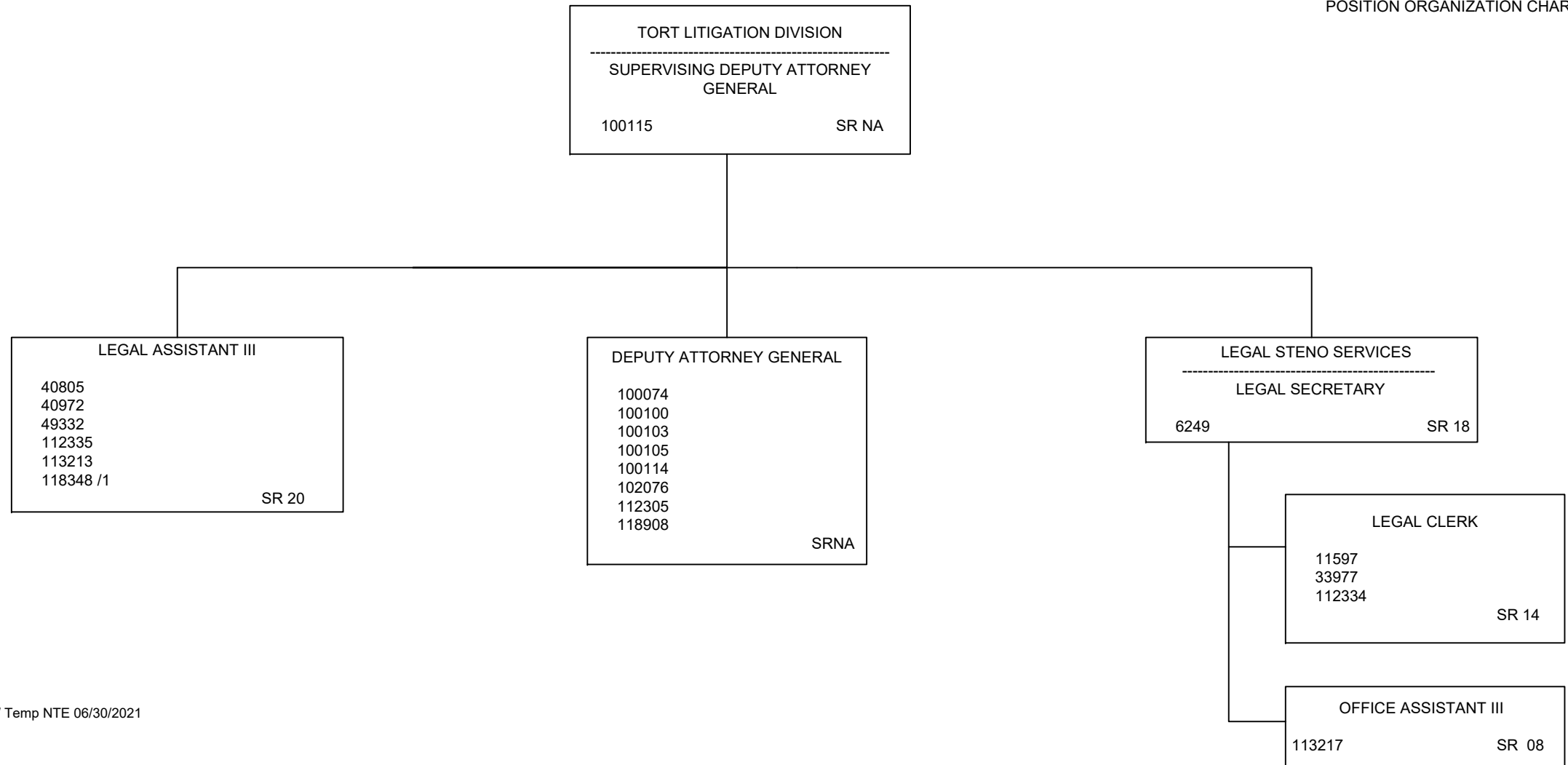
1/ Temp NTE 06/30/2021
 2/ Temp reallocated to OA III



POSITION ORGANIZATION CHART



1/ Temp Reallocated to OA III



1/ Temp NTE 06/30/2021

DEPARTMENT OF THE ATTORNEY GENERAL
OFFICE OF THE ATTORNEY GENERAL
FUNCTIONAL STATEMENT

The Attorney General shall administer and render State legal services, including furnishing of written legal opinions to the governor, legislature and State departments and officers, represent the State in civil actions in which the State is a party; approve as to legality and form all documents relating to the acquisition of any land or interest in lands by the State; and unless otherwise provided by law, prosecute cases involving violations of State laws and cases involving agreements, uniform laws or other matters which are enforceable in the courts of the State. The Attorney General shall be charged with such other duties and have such authority as heretofore provided by common law or statute.

DEPARTMENT OF THE ATTORNEY GENERAL
COMMISSION TO PROMOTE UNIFORM LEGISLATION
FUNCTIONAL STATEMENT

The Commission to Promote Uniform Legislation is placed in the Department of the Attorney General to provide advise on matters relating to the promotion of uniform legislation in accordance with Chapters 3 (Uniformity of Legislation) and 26-7 (Department of the Attorney General, Hawaii Revised Statutes. The Commission consists of five members appointed by the Governor and confirmed by the State Senate, who service with compensation for a term of four years.

DEPARTMENT OF THE ATTORNEY GENERAL
ADMINISTRATIVE SERVICES OFFICE
FUNCTIONAL STATEMENT

The Administrative Services Office (ASO) provides the Department with budgeting, accounting, personnel, data processing, purchasing, and other internal support services.

ACCOUNTING/BUDGETING STAFF:

- Provides budget staff assistance to the Office of the Attorney General in the development of the Department's long-range plans.
- Coordinates the development of the Department's executive budget request.
- Provides or coordinates justification of the Department's budget request to the Department of Budget and Finance and the Legislature.
- Assists in the development of the Department's legislative budget testimonies.
- Coordinates the development of the Department's multi-year program and financial plan. May recommend changes based on input from divisions.
- Coordinates the development of the Department's budget execution/operational plans based on the appropriations act and other pertinent special acts involving appropriations.
 - Prepares allotment for various programs of the Department.
 - Assists programs and division in implementing various programs and provisions of the appropriation act.
 - Installs and maintains budgetary controls for the Department.
 - Prepares financial reports as required by the Attorney General, the Department of Budget and Finance, and the Legislature.
 - Advises or recommends adjustments to the Department's budget to responsible personnel.
- Provide budgeting advice and staff services to the Department's federal grants programs.
 - Develops and maintains the Department's accounting system based on general governmental accounting principles and in accordance with State policies and procedures.
 - Maintains a system of fund accounts in accordance with State accounting requirements.
- Maintains records of the Department's fiscal records and provides necessary financial data as requested by authorized personnel.
 - Reconciles departmental records with Department of Accounting and General Services Records.
 - Performs or advises divisions on purchasing activities.
 - Develop and install accounting systems and monitors Department's federal grants and funds and advises program managers on general accounting procedures, as necessary.
 - Computes processes and transmits payroll for preparation of warrants.
- Accounts for monies received by the Department and bills vendors and other state agencies for monies due the Department.

HUMAN RESOURCES STAFF

- Advises the Office of the Attorney General, supervisors and employees regarding current personnel management practices, existing personnel rules and regulations, and provisions contained in the collective bargaining agreements.
- Advises and assist in classification and pricing actions.
- Coordinates the civil service recruitment activities for the Department and assists with recruitment of attorneys.
- Assists Department's operating units in planning for their personnel needs.
- Establishes and maintains a centralized system of recording and reporting personnel transactions.
- Reviews and make initial recommendation on worker's compensation cases.
- Maintains personnel files for the Department.
- Coordinates and arranges for the Department's safety program, incentive and service awards program, and other personnel related programs.
- Develops and maintains the Department's Affirmative Action Plan.
- Advises management of organization matters and updates organizational plans.

DATA PROCESSING AND TELECOMMUNICATIONS STAFF

- Coordinates the development of the overall office automation plans for the legal services program.
- As needed, assists other departmental programs with data processing requirements.
- Performs as EDP liaison with the Electronic Data Processing Division of the Department of the Department of Budget and Finance.
- Coordinates the telecommunications activities of the Department.
- Upon request, advises the Office of the Attorney General on the data processing activities and requirements of the Department.
- Troubleshoots EDP problem areas and coordinates EDP related training for the Department.
- Administers the word processing activities of the Department.
- Maintains inventory of data processing and telecommunications equipment.

INTERNAL SUPPORT SERVICES STAFF

- Provides intra-departmental messenger services.
- Provides telephone and receptionist services for the Department.
- Maintains a central supply room for the Department.

DEPARTMENT OF THE ATTORNEY GENERAL
ADMINISTRATION DIVISION
FUNCTIONAL STATEMENT

The Administration Division provides legal services to the Office of the Governor; Office of the Lieutenant Governor; Department of Accounting and General Services; Department of Budget and Finance (including the Employees Retirement System and the Hawaii Employer-Union Health Benefits Trust Fund); Department of Business, Economic Development and Tourism (Land Use Commission); Office of Elections; Research Corporation of the University of Hawai'i; Campaign Spending Commission; Judiciary; Department of Taxation (Tax Review Commission); Department of Human Services (Commission on Status of Women and Commission on Fatherhood); the Legislature; and the Department of the Attorney General non-legal services divisions (Crime Prevention and Justice Assistance Division and Hawai'i Criminal Justice Data Center).

Legal services are also provided to the boards, commissions, and agencies which are either administratively assigned to the executive departments, or which are otherwise entitled to receive such services.

LEGAL STENO SERVICES

The Legal Steno Services section provides legal clerical support services to the Administration Division.

DEPARTMENT OF THE ATTORNEY GENERAL
CHILD SUPPORT ENFORCEMENT AGENCY
FUNCTIONAL STATEMENT

Under the Department of the Attorney General, the Child Support Enforcement Agency (CSEA) is responsible for providing the guidance and direction to the Child Support Enforcement Program.

ADMINISTRATION

The Administration is responsible for planning, directing, controlling, and coordinating the statewide activities and operations of the Child Support Enforcement Agency. The Administration is also responsible for policy development, program monitoring and evaluation, complaint resolution, administrative staff functions, interpretation of laws and regulations affecting the overall Child Support Enforcement program's goal and priorities, as well as operation of units located on each of the major islands which are responsible for conducting child support enforcement activities in their respective counties.

The Administration coordinates the legal or administrative action required in order to secure support for children. Conducts special studies and reviews to determine the extent of conformance to program policies; provide field services in order to assist county units in operating the program; coordinate and interpret policies and procedures in connection with the program as well as in implementing major program changes. Develops and presents public service information briefings and announcements regarding child support enforcement services. Prepares budget proposals and justification, legislative testimonies, and reports relating to child support. Receives and reviews customer complaints; process incoming correspondence and referrals.

FINANCIAL & TECHNOLOGY MANAGEMENT OFFICE

The Financial & Technology Management Office is responsible for three sections: Statewide Disbursement, General Accounting, and Information Technology. The State Disbursement function is responsible for support payment collections and disbursements in the manner in compliance with the State and Federal requirements in the Child Support area. General Accounting takes care of the agency's invoice and procurement processing, accounting records, banking relations, State and Federal reporting, and other miscellaneous accounting functions. The Information Technology section is responsible for the daily operational maintenance of the KEIKI system through computer programming, data processing, informational retrieval, and user interfaces.

Overall, the Financial & Technology Management Office coordinates the day-to-day support payment processing, accounting and system operations for CSEA.

Information Technology Section

The Information Technology Section is responsible for the development, operation, and maintenance of a statewide automated data processing and information retrieval system, KEIKI, mandated by the federal government in 1988. There are three Units that provide integral support to the KEIKI system and its users; The Systems Unit, the Applications Unit, and the Technical Support Unit.

The Information Technology Section coordinates the systemic operations of the Child Support Enforcement Agency; technical staff services in data control function relating to electronic data processing for the departments; computer processing functions, job submission/controls, input/output processing, and processing operational matters with the Electronic Data Processing Division and Department of Budget and Finance.

Systems Unit

The Systems Unit is responsible for network connections to any site (i.e. mainframe, workstations, servers, etc.), system maintenance of the Agency's networks (i.e. LAN, WAN, etc.), and advises staff on the information/data processing and telecommunications operations.

The Systems Unit maintains and upgrades the LANs, WANs, and email server. Coordinates any security modifications, standards and procedures for maintenance, monitors traffic on the network; troubleshoots network, computer hardware and computer software problems. Maintains inventory of all Agency telecommunication/data lines and evaluates and recommends additional/reduction or telecommunication/data lines based upon various situations (i.e. budget reduction, staffing, etc.).

Applications Unit

The Applications Maintenance Unit is responsible for the maintenance and development of mainframe applications; user interfaces; interface scheduling and tracking; and updating the various Child Support Enforcement Division forms under the Family Support Act.

The Applications Maintenance Unit coordinates and conducts direct programming for computer systems and systems testing; determines programming resources, establishes schedules, tracks progress, and prepares progress reports. Analyzes and evaluates various operating procedures, project resources and capacity problems, work methods, and practices relative to KEIKI. Reviews needs of staff for additional or specialized training.

Technical Support Unit

The Technical Support Unit will be responsible for maintaining user support workstations and "Hotline" issues which the staff encounters, provide day-to-day operational support for more than two hundred (200+) personal computers and printers (e.g. install computer hardware and software, troubleshoot hardware and software problems, perform simple hardware repairs, coordinate more difficult repairs with the State's self-maintenance group or private hardware vendors, and etc.) maintain the Agency's hardware and software inventory, conduct user training, and perform some miscellaneous clerical tasks.

The Technical Support Unit coordinates the technical support for the staff through receiving telephone or email messages in regards to hardware and software problems. Provides operational support of installing, troubleshooting, and coordinating computer hardware and software repairs and problems. Coordinates technical on-site assistance, instruction, and training to users on a variety of computer applications.

STATEWIDE DISTRIBUTION SECTION

The Statewide Distribution Section is responsible for maintaining the individual records of recipients and assists in preparing statements and reports in the Child Support Program. The section understands program regulations and interpretation of laws in keeping all records up to date and adhering to deadlines in collection of data necessary for the preparation of reports in order to meet stringent Federal reporting requirements.

Collections Unit

Receives and reviews support obligation records checking and clarifying for correctness of information. Coordinates the collection, computation, and preparation of incentive payments for intra-state and inter-state collection services.

Disbursement Unit

Reviews and prepares control ledgers, reconciles accounts, and prepares vouchers for disbursement of funds for incentive payments, erroneous deposits and payments of excess collections.

GENERAL ACCOUNTING SECTION

The General Accounting Section is responsible for reviewing, analyzing, and reconciling monthly bank statements, updating and maintaining the CSEA bank accounts, reconciling the automated child support system data, and preparing statistical and financial reports.

The General Accounting Section coordinates the preparation of financial statements and reports to reflect appropriate actions of adjustments and maintenance of all deposits and disbursement that comply with State and Federal rules and regulations. Processes all fiscal transactions for the Division such as purchase orders, travel requests, and payments. Section maintains records of appropriations, expenditures; develops implements and maintains internal fiscal policies and procedures.

ADMINISTRATIVE SUPPORT SERVICES OFFICE

The Administrative Support Services Office is responsible for administrative, clerical, and personnel support for the Child Support Enforcement Agency. The Administrative Support Services Office coordinates all personnel services and requests that comply with State Policies, procedures, rules, and regulations. The office with its clerical staff provides clerical support for the employees in State Administration. The Administrative Support Services Office performs administrative functions to assist the Administrator, such as coordinating the preparation of budget and program plans and preparing appropriate justification; conducting special administrative studies for the Administrator which include defining the problems, conducting background research and other fact finding, analyzing the information, preparing alternatives and making recommendations.

Human Services Section

The Human Resources Section is responsible for providing services to all personnel functions required at the division level in matters relating to personnel administration including recruitment, position classification, organizational analysis, labor relations, training, safety, etc.

The Human Resources Section coordinates all personnel support for the division in securing employees of their benefits; informing supervisors and employees regarding personnel laws, rules, regulations, policies, procedures, collective bargaining agreements, and classification and compensation matters. Coordinates training programs on the laws, principles, concepts, practices, rules and regulations in a technical and professional aspect of all personnel functions. Process appropriate personnel forms for recruitment, workers compensation, leave of absence, etc. in a timely manner. Keep the administrator informed of the status of any disciplinary action.

ADMINISTRATIVE CLERICAL SUPPORT SECTION

The Administrative Clerical Support Office is responsible for providing secretarial, administrative, and office managerial support services for the Child Support Enforcement Agency's State Administration Office. Responsibilities include providing receptionist, fiscal personnel, clerical, and budgetary support.

The Administrative Clerical Office Support Office coordinates and reviews correspondence, memoranda, reports and other materials requiring the Administrator's approval and/or signature. Receives and screens all telephone, or personal queries, complaints and requests, and determines which requires the Administrator's attention

and which can be referred to other Child Support administrative staff. Coordinates all legislative matters for the office, including following upon on hearings schedules and bill status, collection committee reports, and monitoring of bills that are interest and have impact on the Child Support Enforcement Agency program. Receives and handles all administrative questions, from other departments and governmental agencies pertaining to the various aspects of the Child Support Enforcement Agency.

POLICY AND PROCEDURES OFFICE

The Policy and Procedures Office is responsible for program development activities, including developing policies and procedures, preparing the State plan, and evaluating the CSEA program and for reviewing federal and state statutes, federal regulations, etc., to identify program requirements, options, etc.

The Policy and Procedures Office conducts special studies including defining the problems, conducting background research and other fact finding, analyzing the information, preparing alternatives and making recommendations; coordinates and oversees the completion of reports and grant application requests, drafts proposed legislation, policies, procedures, rules and regulations.

COMPLAINTS RESOLUTION OFFICE

The Complaints Resolution Office under the direction of the Administrator investigates complaints concerning child support services to determine validity of the complaint and appropriate corrective action to resolve recurring problems.

The Complaints Resolution Office recommends systemic changes to procedures to resolve recurring problems and complaints and improve general processing of work. They provide technical guidance and advice regarding child support enforcement problems, investigations, and administrative reviews. They gather and analyze pertinent data, prepare detailed reports and plans of coercive action, and respond to complainants and representatives via written correspondence, letters, and telephone calls.

CLERICAL OPERATIONS SUPPORT OFFICE

The Clerical Operations Support Office is responsible for processing incoming and outgoing mail, entering appropriate data into the automated child support enforcement system (KEIKI) for control and maintenance of the files of all child support cases.

The Clerical Operations Support Office coordinates and processes case correspondence; researches case information to determine proper actions based on information contained in the KEIKI file and generates responses to the appropriate case participant. Segregates correspondence for referral to other units for proper disposition. Process incoming and outgoing mail for all branches such as opening ,date/time stamping individual pieces, calibrate and operate mail machine, operate and maintain high speed printers for batch printing of correspondence mailed pieces.

ADMINISTRATION PROCESS BRANCH

The Administrative Process Branch is responsible for prosecuting cases on behalf of the Child Support Enforcement Division for the establishment, modification, and enforcement of support obligations owed to dependent children by parents, via an expedited administrative process in accordance with state and federal laws.

The Administrative Process Branch coordinates the enforcement of child support obligations. Serves as representatives in administrative hearings dealing with the establishment, modification, and termination of child support. The branch prepares and

reviews legal documents and correspondence following strict State and Federal guidelines and deadlines, making sure that the follow-up is compliant with administrative orders, and certifies case files kept by the Child Support Enforcement Agency are properly executed and filed.

OAHU OPERATIONS BRANCH

The Oahu Operations Branch is responsible for the complex operational needs of the Child Support Enforcement Agency. The Branch, through the Case Management Unit, Call Center Unit, and the Enforcement Units, is responsible for providing quality customer service to custodial and absent parents who have child support cases; providing case management services, conducting investigative inquiries; determining actions for verification of paternity, support obligations, administrative orders, and fraud; and responding to and resolving customer complaints.

The Oahu Operations Branch coordinates enforcement of support obligations; reviews, verifies and updates CSEA records and applies all available enforcement remedies to enforce the support order. The branch performs phone answering services and walk-in services to client to resolve problems and issues associated with their child support cases; prepares written responses to daily correspondence received using knowledge and understanding of Child Support Enforcement statutes, regulations, and procedures.

HAWAII FAMILY SUPPORT AND OPERATIONS BRANCH AND MAUI OPERATIONS BRANCH

The Hawaii Family Support and Operations Branch and the Maui Operations Branch are responsible for maintaining child support case files, establishing child support obligations, monitoring for compliance, providing case management services and undertaking enforcement actions both administratively and judicially where necessary, to collect child support in their respective districts. These two branches are also responsible for paternity establishment cases on their respective island.

In accordance with federal, State, Attorney General rules, regulations, and policies, and under the provision of state and federal laws for all CSEA activities performed for credit and collection, the branches coordinate the support of customer service for all case participants in their respective districts; prepare financial information necessary for collections and distributions of child support; and receive and process complex correspondence requiring investigation and review.

KAUAI OPERATION BRANCH

The Kauai Operations Branch is responsible for all functional activities listed above for the Hawaii Family Support and Operations Branch and Maui Operations Branch, except for establishing paternity for children.

OAHU FAMILY SUPPORT BRANCH

The Oahu Family Support branch is responsible for establishing paternity cases for Honolulu County. In addition this Branch provides three forms of legal service to the Division.

The first legal service is a Deadbeat Parent Unit. This unit investigates Child Support cases where the arrears are \$10,000 or higher and they have not made voluntary payments for at least two years. Cases are investigated and then taken to court for contempt hearings for non-payment.

The investigation aspect of the Deadbeat Parent Unit is a very active and important part of this Branch. In addition, the Deadbeat Parent Unit is instrumental in negotiating

arrears settlements as part of their enforcement function. This unit works cases state-wide.

The second legal service is provision of a Deputy Attorney General position. This position represents CSED in Family Court on all appeals, enforces liens against a non-custodial parent that has a debt. Takes both non-custodial and custodial parents to court to recover funds owed to CSED.

Finally, the third legal service is a position that represents CSED in all: Financial Institution Data Match (FIDM) cases, Insurance Match cases, Bankruptcies, and other related matters where funds are attached or seized to satisfy Child Support arrearages. This position also files in Probate cases, lien enforcement and QDRO actions.

DEPARTMENT OF THE ATTORNEY GENERAL
CIVIL RECOVERIES DIVISION
FUNCTIONAL STATEMENT

The Civil Recoveries Division (CRD) systematically recovers and collects moneys ranging from accounts receivable, dishonored checks, delinquent loans, salary and benefit overpayments, complex delinquent child support cases, unpaid traffic fines, civil judgments, delinquent patient accounts, property damage claims, lease rents, construction litigation, contract disputes and miscellaneous fees owed to the State and its agencies. CRD administers the Asset Forfeiture Coordination Program which administers the disposition of forfeiture petitions and manages the storage, maintenance, liquidation, and distribution of assets seized and forfeited. CRD also administers the Notary Program which entails processing of new applications and renewals, and tasks affiliated with maintaining and processing of Notary related documentation.

This division represents the State in major contract or construction disputes.

DEPARTMENT OF THE ATTORNEY GENERAL
CIVIL RIGHTS LITIGATION DIVISION
FUNCTIONAL STATEMENT

The Civil Rights Litigation Division (CRLD) provides legal defense to the State, its departments, agencies and certain State employees¹ in lawsuits or other claims that involve allegations of constitutional and civil rights violations. This defense includes, but is not limited to, answering legal complaints filed in court, investigating claims, conducting discovery, filing motions as determined to be necessary, and representing State interests at arbitrations, mediations and/or trials. The Civil Rights Litigation Division does not have responsibility for providing general advice and counsel to any State department or agency, except as may be directed by the Attorney General.

The Civil Rights Litigation division also provides assistance to the Attorney General as requested on matters related to civil rights issues, and interfaces with the State Risk Management Office regarding relevant lawsuits and claims.

In addition to deputies, the staff of the Civil Rights Litigation Division includes a legal secretary, legal clerks, legal assistants, and, if available, student help. These persons provide clerical and paralegal support to the Division.

¹ Representation of State employees by the Department of the Attorney General is discretionary pursuant to Hawaii Revised Statutes Section 662-16 and is based upon a determination that the employee was acting within the course and scope of his or her employment when the alleged negligent or wrongful act occurred.

DEPARTMENT OF THE ATTORNEY GENERAL
COMMERCE AND ECONOMIC DEVELOPMENT DIVISION
FUNCTIONAL STATEMENT

The Commerce and Economic Development Division (CED) provides a full range of legal services including advice and counsel, document, rules, and legislation review, and advocacy in litigation in administrative and judicial fora for its client departments. (CED currently provides legal services to the Department of Commerce and Consumer Affairs, the Department of Business, Economic Development and Tourism, the Department of Agriculture, and their attached agencies. CED also advises agencies with tax deferring benefit programs including deferred compensation and tuition savings programs.)

Enforces the antitrust laws, investigates alleged violations of antitrust laws, and advises the Attorney General on antitrust policy.

DEPARTMENT OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE DIVISION
FUNCTIONAL STATEMENT

The primary function of the Criminal Justice Division (CJD) is to discharge the Attorney General's responsibilities as the State's chief law enforcement officer. The division also administers the Medicaid Fraud program, and the Internet Crimes Against Children Task Force for the State. The functions of the division include the following:

- Review and prosecute, if appropriate, cases referred to the Attorney General's Office for criminal action.
- Provide advice and counsel to clients regarding crimes and criminal procedure.
- Provide assistance to office of the Prosecuting Attorney in each county.
- Coordinate investigations and prosecutions of crimes occurring in more than one county.
- Coordinate legislative advocacy on crimes and criminal justice.
- Assist or represent the Attorney General in organizations and committees concerning crimes, criminal justice, and criminal procedure.
- Respond to inquiries by members of the public about criminal laws and procedure or the criminal justice system, and provide information or refer the public to the appropriate agency.

MEDICAID FRAUD BRANCH

- Plan, supervise and coordinate the criminal and civil investigations and prosecutions of fraud and abuse in the administration of the Medicaid Program.
- Initiate appropriate civil actions for the recovery of funds due the Medicaid program as a result of fraud and abuse by providers.
- Receive complaints of abuse and neglect of Medicaid patients in health care facilities and take required action.
- Be responsible for conducting legal preparation and prosecution of cases for trial. Coordinate the investigation of case with Deputy Attorney General and carry out the assignment through to completion.
- Conduct specialized criminal and civil investigations of all incidents of alleged fraud and abuse involving any party who receives federal funds through the Social Security Act (Medicare and Medicaid).
- Submit reports and required applications to Federal Agencies to obtain funds.
- Provide legal clerical services and other related office services such as maintaining all case files, scheduling of appointments for staff, and ordering of supplies and equipment.
- Plan, supervise, review financial data and reports; advise and assist in the presentation of financial data in civil and criminal trials of individuals or businesses in Medicaid provider fraud cases.
- Prepare financial reports of individual or business firms and request verification of payment claims.

INTERNET CRIMES AGAINST CHILDREN UNIT

- Plans, supervise, and review the work of investigators engaged in ICAC investigations and forensic computer analysis.
- Receive, analyze cases dealing with internet crimes against children.
- Prepare and execute search warrants, and conducts arrests.
- Operation and maintenance of the Computer Forensic Laboratory.

LEGAL CLERICAL SERVICES

- Provide secretarial and administrative services for the division.
- Provide typing, filing, copying and other related clerical services for the division.
- Maintain confidential files for the division.

DEPARTMENT OF THE ATTORNEY GENERAL
CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION
FUNCTIONAL STATEMENT

The Crime Prevention and Justice Assistance Division (CPJAD) serves as the central agency which provides the Attorney General, the chief law enforcement office of Hawaii, with the information and resources needed to address crime and crime prevention issues.

RESEARCH AND STATISTICS BRANCH

Develops, directs, and coordinates the major crime and crime prevention research projects of the division. Also collects, compiles, and reports uniform crime statistics for the state.

- Plans, organizes, coordinates, and conducts research studies.
- Prepares comprehensive written reports and other publications that may be required for the Uniform Crime Reporting service based on research findings.
- Evaluates projects and their impact for other branches of the division.
- Disseminates and presents research findings to interested individuals, groups, and appropriate government agencies.
- Establishes and maintains effective working relationships with other agencies, national clearinghouse and between branches of the division.

GRANTS AND PLANNING BRANCH

Maintains information on financial (federal and state funds) and non-financial resources that may be available to assist in improving the coordination of crime policies and service delivery of the criminal justice and juvenile justice systems.

- Identifies and evaluates overall needs and concerns of the criminal and juvenile justice agencies in the State.
- Seeks, applies for, and administers federal and other resources.
- Provides financial and technical assistance to the state and county agencies.
- Monitors projects for adherence to contractual agreements, program goals, and expenditures plans.
- Completes and submits required federal fiscal and program reports on a timely basis.
- Facilitates meetings and prepares materials for the Department's crime-related committees such as the governor's Committee on Crime, Violence Against Women Planning Committee, and Statewide Gang Task Form. Facilitates informal interagency meetings for coordination of criminal justice issues.
- Establishes and maintains effective working relationships with other criminal and juvenile justice agencies, federal and other state agencies, and between branches of the division.

COMMUNITY AND CRIME PREVENTION BRANCH

Develops, directs, and coordinate the major education and crime prevention training activities.

- Assists community groups, educators, and agencies to develop community crime prevention programs.
- Plans, develops, and implements education and crime prevention training projects.
- Promotes public-private partnerships in the development of community and crime prevention programs and activities.

- Coordinates video documentaries and public service announcements to assist citizens in developing the knowledge and confidence to become involved in preventing crimes and avoid becoming victims of crime.
- Establishes and maintains effective working relationships with the media, government agencies, private service providers, business, corporations, and community groups and between branches of the division.

JUVENILE JUSTICE INFORMATION SYSTEM

Provides information to juvenile agencies on juveniles in the juvenile justice system in a timely, efficient, and effective manner. Insures that the information system responds to the juvenile justice system agencies' needs.

- Develops, maintains, and enhances the statewide, computerized juvenile information system.
- Maintains involvement of the juvenile justice agencies in the development and operations of the system through the Juvenile Justice Information System Committee and other ad hoc groups.
- Trains juvenile justice system personnel in their agencies' maintenance of the information system.
- Provides juvenile justice data to the other branches of the division for research and evaluation purposes.

MISSING CHILDREN'S CLEARINGHOUSE

- Assist and coordinate the efforts of government agencies in locating , recovering, and protecting missing children.
- Maintain access to national databases to locate suspected abductor and missing children to assist law enforcement agencies.

DEPARTMENT OF THE ATTORNEY GENERAL
EDUCATION DIVISION
FUNCTIONAL STATEMENT

The Education Division (EDU) provides legal services to the Department of Education, including the two hundred sixty-eight (268) Department of Education public schools, the Board of Education, the Hawaii State Public Libraries System, the Hawaii Teacher Standards Board, the Charter School Review Panel, the Charter School Administrative Office, including the thirty-one (31) public charter schools, and the Department of Health as it relates to *Felix* matters. The Legal Support Services section provides legal clerical support services to the Education Division.

DEPARTMENT OF THE ATTORNEY GENERAL
EMPLOYMENT LAW DIVISION
FUNCTIONAL STATEMENT

The Employment Law Division (ELD) provides legal representation and advice to the Department of Human Resources Development and to all state departments and agencies, except UH and HHSC, on employment-related issues. The division represents all state employers in mandatory arbitration hearings, administrative agency hearings, and civil litigation involving disputes over employment matters with the State's employees.

In addition to providing legal representation to the Department of Human Resources Development, Office of Collective Bargaining, Counties' and State Civil Service Commissions (Merit Appeals Boards), the division provides legal assistance to all State departments, agencies and programs in all personnel-related matters.

DEPARTMENT OF THE ATTORNEY GENERAL
FAMILY LAW DIVISION
FUNCTIONAL STATEMENT

The Family Law Division (FLD) provides representation at Family Court and other legal services, to various State agencies. Specifically, the Division:

- Represents the Department of Human Services (DHS) in child welfare cases (CWS) instituted pursuant to Chapter 587, Hawaii Revised Statutes (HRS). Services extend to Permanent placements for children, including adoption and legal guardianship.
- Represents the Department of Education (DOE) in educational neglect and truancy cases pursuant to Chapter 587, and 471, HRS.
- Represents the Department of Health in involuntary hospitalization for mental health reasons, and works closely with mental health professionals affiliated with public and private health care facilities.
- Represents DHS in dependent adult protective proceedings instituted under the provisions of Chapter 346, HRS;
- Provides representation to the Office of the Public Guardian (OPG) in proceedings brought under Article V of Chapter 560, HRS, where that office is petitioning to be appointed guardian of the person of an incapacitated adult or is assisting others to be so appointed;
- Represents DOH, DOE, and DHS in situations where those agencies, as service providers, are brought into court for juvenile matters pursuant to Chapter 571, HRS;
- Works with the Family Court, the Children's Justice Center, the client agencies, and others on matters involving policies and procedure related to those areas in which FLD provides legal services.

The Division's support staff includes a legal secretary, legal clerks, clerk typists, and legal assistants, all of whom provide clerical or other support to the Division.

DEPARTMENT OF THE ATTORNEY GENERAL
HAWAII CRIMINAL JUSTICE DATA CENTER
FUNCTIONAL STATEMENT

The Hawaii Criminal Justice Data Center (HCJDC) manages statewide criminal justice information systems, the statewide criminal justice telecommunications network, and criminal identification resources, all in support of the statewide integrated criminal justice process in Hawaii.

Information Systems

To develop, implement, and operate comprehensive and integrated statewide criminal justice information and identification systems to support Hawaii's criminal justice systems.

Criminal Justice Information

To manage data as a resource, to be collected, stored, disseminated, and controlled as inter-related data designed to meet the needs of multiple types of criminal justice users. To provide statistical analysis and reports in response to agency user operational needs.

Criminal Justice Services

To process criminal history record expungements, requests for fingerprint-based and name-based criminal history background checks, and requests for public criminal history record information. To manage the statewide sex offender registration and verification program.

Teleprocessing Network

To provide telecommunications capability for accessing intrastate, interstate, and national criminal justice information systems and data.

Technical Assistance

To provide specialized Information Technology (IT) assistance related to data processing, security, telecommunications, criminal justice information systems, and infrastructure support.

Identification

To establish and maintain a statewide system of criminal identification.

OFFICE OF THE ADMINISTRATOR

Provides overall direction and leadership to the HCJDC in the management and administration of statewide criminal justice information systems, and of the criminal identification program, as outlined in the agency function statement.

Provide Clear Planning Stages for HCJDC (strategic and administrative)

This includes the estimation, projection, and scheduling of future requirements, and the resources needed to meet them. To continually revise these projections as requirements become more clearly defined. The Office of the Administrator is also responsible for initiating and maintaining plans that are responsive to the mission/goals of the entire agency, and for keeping the criminal justice agencies and other impacted users fully aware of these plans. Fundamental elements of these plans are:

- The development of project selection, definition, scheduling, reporting, and control.
- The selection and integration of technologically current equipment and software.
- The scheduling of personnel needs, by type.

- Scheduling of physical and administrative support resource requirements.

Provide Management and Overall Project(s) Administration

Management refers to the organization and direction of the branches and the responsibilities and activities assigned to each branch, through the respective branch chiefs. Overall project(s) administration includes the following:

- The definition of project goals and objectives.
- The assessment of priorities and resource allocation for agency projects, including readjustments of priorities and resources agency-wide, when required.
- The monitoring of overall performance and resource usage of all projects.
- Interagency administrative coordination.

Provide Financial Management

The analysis of cost records, management of the operating budget, oversight of procurement, coordination of branch fiscal requirements, long-range fiscal planning and budgeting, and other financial services.

Provide Personnel Management

The administration of staffing and personnel programs. Principle functions include:

- Personnel resource management and planning.
- Recruitment and selection.
- Performance evaluation.
- Administration of employees' time and attendance records.
- Maintenance of position descriptions and allocations.
- Labor Relations.
- Health and Safety requirements.
- Maintenance of general personnel transaction records.

Provide Legislative Planning and Support for the HCJDC

Planning refers to appropriate legislation required to support and/or implement changes and initiatives for the programs and systems managed by the HCJDC. Activities for legislative support include the following:

- Preparation and submittal of draft legislation required by the HCJDC programs, including budget-related submittals and testimony.
The monitoring of all legislative bills and resolutions introduced in a session.
- The drafting of legislative information sheets and active testimony for legislative bills and resolutions having direct impact to the HCJDC programs.
- Follow-up on action required on Acts passed that impact any HCJDC program.

Provide Planning and Support of Federal Mandates and Congressional Legislation

Planning refers to federal legislation required to implement changes and initiatives passed by Congress. Activities for Congressional legislative support include the following:

- Preparation and submittal of legislation at the state level that may be required to effectuate the Congressional legislation passed.
- The monitoring of legislation at the federal level, including participation in federal working groups, councils, and user groups to address any administrative concerns.
- Startup action to initiate any program changes required

Identify and Administer Grant Funding Sources for the HCJDC Program

Activities under this function include the following:

- Research and identify potential funding sources for new initiatives identified via strategic planning for the agency.
- Coordinate the application process, including the required budget information.

- Administer the appropriation, procurement and expenditure of grant funds and coordinate reporting and compliance requirements.

Provide a Reporting Function

To translate technical measures of progress and performance into commonly understood standards and reports, and to provide regular administrative reports on planning, project performance, and resource utilization.

ADMINISTRATIVE SUPPORT SERVICES OFFICE

Provide General Administrative Support

The management of ongoing operating business responsibilities. This includes:

- Secretarial and clerical assistance.
- General record keeping and files maintenance.
- Maintenance of inventory for the HCJDC equipment, including those located at user sites.
- Maintenance of the agency's physical office facilities.

Provide Financial Support

Principle functions include:

- Maintenance of general and non-general fund accounts.
- Payroll records.
- Procurement and cost records.
- Expenditure control.
- Contracts maintenance.
- Fiscal report and statistics.
- Audits.
- Regulatory compliance.

Provide Grant Support

Principle functions include:

- Coordination of Application Process.
- Grant Reporting Requirements.
- Grant Expenditure Records.
- Federal grant compliance, including match requirements.
- Research of new grant initiatives for the HCJDC.

SYSTEM SERVICES BRANCH

To plan and manage the technical and operational resources for the HCJDC IT systems maintained, electronic interfaces to national systems, and all IT projects undertaken and managed by the HCJDC. To provide statewide strategic and tactical IT planning for these systems. To coordinate and manage the responsibilities of the following sections:

Technical Services Section

To provide technical assistance for the IT infrastructure required to support systems administered by the HCJDC.

Telecommunications Network

- Plan, develop, and manage the statewide criminal justice telecommunications infrastructure required to support connectivity of authorized users to the HCJDC IT systems.
- Maintain network performance and availability levels that meet the requirements of the HCJDC IT systems.

- Assist user agencies with inter-connection to HCJDC services.

Data Administration

- Establish and maintain policies and procedures governing the internal control processes related to database management.
- Plan for, design, and install databases used by the HCJDC statewide IT systems and LAN.
- Establish and administer standards for data structures, data dictionaries, access methods and utilization.
- Manage space allocation and storage devices for all application systems.

Technical Assistance and Installation Support

- Provide expert technical assistance in troubleshooting hardware/software problems that are referred from users or other HCJDC sections/branches.
- Implement software and hardware products including database, teleprocessing facilities, and IT computer system components.
- Develop or acquire materials and courses for the development and maintenance of computer knowledge and skills among the HCJDC's IT staff and management. This includes all levels of technical knowledge required to maintain and/or use the operational systems supported by the HCJDC.

Systems Architecture Strategic Planning

- Research and identify IT alternatives for managing the HCJDC's present and future IT requirements.
- Monitor the performance and availability levels of the system components.
- Provide back-up and security tools for the IT infrastructure of the HCJDC IT systems.

Security

Develop and administer security standards for the HCJDC IT systems designed to monitor and protect the security and integrity of data, to provide recovery and back-up options, and to prevent the unauthorized use of the telecommunications network.

Application Services

- Plan and direct the IT staff resources as they relate to the design, development, implementation and maintenance of application software.
- Develop and maintain policies and procedures for IT functions governed by the Systems Development Life Cycle, including requirements, business needs, analysis, programming, testing, implementation, documentation, and ongoing maintenance.
- Responsible for IT application support for the collection, storage, and processing of statewide criminal justice information, including ad hoc requests for data.
- Serve as technical liaison between the agency and vendors of third-party application systems.

Change Control

Plan and direct the statewide implementation of new or updated changes to hardware and/or software in all of the computer-based IT system components under the HCJDC. Maintain and update internal change control policies and procedures for these statewide systems.

User Support /Operations Section

To serve as the first Point Of Contact for technical and operational assistance for authorized statewide criminal justice users of CJIS-Hawaii, and to maintain the quality and availability of the information at the highest levels practicable. To advise and assist the Administration in identifying future operational requirements for CJIS-Hawaii, including the necessary resources for personnel, fiscal, capital, and other operational needs.

Data Quality Assurance

- Establish and administer statewide policies and procedures for the entry and access of information into the HCJDC operational systems by criminal justice user agencies.
- Develop and administer the CJIS-Hawaii Delinquent Disposition Reporting Plan and to proactively evaluate statewide delinquent disposition rates by agency and jurisdiction, and to provide resources to address the problem and priority items effectively.
- Develop and direct regular state level audits of criminal justice information, as it relates to accuracy, completeness, timeliness, and relevance of reporting disposition information, and provide recommendations on data quality improvements, as applicable.

Automated Criminal Justice Interfaces

- Provide operational support for the production runs of external criminal justice agency electronic interfaces to CJIS-Hawaii.
- Plan for and manage staff resources to maximize the efficient evaluation of data being transmitted via the electronic interfaces to CJIS-Hawaii, and to improve the level of accurate and timely posting of information.
- Develop the functional requirements for all new state and national level electronic interface initiatives, consistent with established technical standards for CJIS-Hawaii.

User Support

- Maintain availability of the HCJDC's statewide operational criminal justice information systems (CJIS-Hawaii, including all of its subsystems) to authorized users, as much as is practicable, and provide timely notification of downtimes to designated technical staff for action.
- Maintain a statewide Help Desk Facility for data, desktop, hardware, or software problems related to CJIS-Hawaii.
- Authorize access to and use of CJIS-Hawaii by the end-users.
- Responsible for recommendations on future operational requirements for CJIS-Hawaii, including the necessary resources for personnel, fiscal, and capital needs.
- Responsible for the production jobs for operational systems under the HCJDC, and for the dissemination of production reports.
Responsible for the statewide training plan for new users and new applications as required.
- Responsible for the operations documentation library, including Help System documentation.
- Responsible for back-up clerical support services, including the typing of reports and disposition of equipment that is the responsibility of the HCJDC.

IDENTIFICATION SERVICES BRANCH

To manage and administer statewide policies and procedures related to identification systems for criminal justice and non-criminal justice users sex offender registration/notification, and statewide training for the identification systems maintained by the HCJDC. To advise and assist the Administration with strategic planning for the HCJDC programs under this branch. To provide these services by coordinating and managing the following sections:

Criminal Identification Section

To plan, manage, and coordinate a statewide identification system of offenders arrested and other records received from contributing law enforcement, custodial and judicial agencies in the State of Hawaii. This includes the following functions:

- Establish policies and procedures for the management and operation of the statewide Automated Fingerprint Identification System (AFIS) and facial

recognition system, including activities to monitor workload throughput, and support quality control.

- Responsible for the fingerprint-based positive identification of first-time and repeat offenders including any associated arrest information.
- Responsible for a statewide training program for all identification systems managed by the HCJDC.
- Serve as the State's Point of Contact and Single Source Contributor for Hawaii's electronic transmissions to and from the Federal Bureau of Investigation's (FBI) national Integrated Automated Fingerprint Identification System/Interstate Identification Index (IAFIS/III) system.
- Responsible for state level III program requirements, including III information and responses for arrest/disposition information from out-of-state law enforcement agencies.
- Responsible for all electronic state fingerprint-based checks for statutorily authorized state agencies.

Dissemination Services Section

To provide authorized services to the public and non-criminal justice users of CJIS-Hawaii information. This includes the following functions:

Sex Offender Registration Unit:

- Responsible for the statewide sex offender registration program, including the 90-day verification requirements.
- Responsible for the monitoring and followup on non-compliant convicted sex offenders.
- Responsible for the maintenance and monitoring of data quality on the sex offender website.
- Responsible for program compliance with the FBI's National Sex Offender Registry reporting requirements.
- Responsible for the authorized dissemination of sex offender information to criminal justice users, non-criminal justice users, outside agencies, and the general public.

Expungement of Arrest Records

Responsible for the expungement of arrest records for all qualified applicants, including the coordination required from other city, county, state and national criminal justice agencies.

Criminal History Record Check Unit

- Management of the statewide Public Access Facility and the State's online criminal history website (eCrim) that disseminates conviction information to the general public.
- Responsible for the dissemination of criminal history record information for all statutorily authorized purposes at both the state and national levels.
- Responsible for the capture and monitoring of the quality of fingerprints required for non-criminal fingerprint-based background checks, both manually and via electronic capture on site and at outside agencies.

DEPARTMENT OF THE ATTORNEY GENERAL
HEALTH AND HUMAN SERVICES DIVISION
FUNCTIONAL STATEMENT

The Health and Human Services Division (HHSD) furnishes legal services to the Department of Health and the Department of Human Services, except for family court matters.

These legal services include general advice and counsel to all programs, assistance in rule making, review of and advice on contracts, advice to boards and commissions, preparation of legal opinions, environmental enforcement actions and licensing enforcement actions both in administrative forums and in court, and litigation and appeals in state and federal courts.

DEPARTMENT OF THE ATTORNEY GENERAL
INVESTIGATIONS DIVISION
FUNCTIONAL STATEMENT

The Investigations Division (INV) conducts a broad range of investigations involving suspected or actual violations of criminal, civil, and administrative laws, rules, regulations or other legal requirements.

INVESTIGATIVE SERVICES SECTION

- Conducts special investigations dealing with confidential matters such as crime, subversive activities, public employees and officers, malfeasance and other sensitive matters.
- Provides investigative services in according with the Uniform Criminal Extradition Act.
- Conducts investigations of municipal and State agencies for nonconformance to policies or regulations.
- Reviews and conducts necessary investigations for all applications for pardon, commutation of criminal sentence, final discharge from parole, petitions for writ of habeas corpus, and other matters regarding disposition of persons convicted of criminal offenses, submitted to the Office of the Governor through the Board of Pardons, Parole or through independent sources.
- Conducts immediate investigations of patient abuse and neglect at Hawai'i State Hospital.
- Conducts investigations of Hazardous Waste violations.

TOBACCO TAX SECTION

Conducts enforcement of the Tobacco Tax law, which began on April 1, 2001. The law requires that no individual package of cigarettes may be sold or offered for sale to the general public unless affixed with a stamp required under Chapter 245, HRS. Statewide enforcement is provided on a continuous basis.

CLERICAL SERVICES

Provides all clerical and other support services to Chief Investigator and staff.

DEPARTMENT OF THE ATTORNEY GENERAL
LABOR DIVISION
FUNCTIONAL STATEMENT

The Labor Division provides legal services and litigation support, including agency appeals, to the Department of Labor and Industrial Relations and boards and agencies administratively attached to that department, including the State Fire Council, Office of Community Services, Office of Language Access, and Workforce Development Council. In connection with its enforcement of the various labor laws, the division also collects penalties, fines, and reimbursements. The Labor Division also currently advises and represents the Medical Board of the Employees' Retirement System.

DEPARTMENT OF THE ATTORNEY GENERAL
LAND/TRANSPORTATION DIVISION
FUNCTIONAL STATEMENT

The attorneys in the Land/Transportation Division (LTD) provide assistance on all legal matters to their clients who are the Department of Transportation, the Board of Land and Natural Resources, Department of Land and Natural Resources (including the Commission on Water Resource Management, Kaho'olawe Island Reserve Commission, and the Island Burial Councils for Hawaii, Oahu, Kauai/Niihau, Molokai, and Maui/Lanai).

This work includes the preparation of written legal opinions and advice, client counseling, reviewing legislation and administrative rules, assisting on legal issues at board and commission meetings, and being responsible for numerous types of lawsuits including eminent domain and quiet title actions, actions concerned with public land trust matters, appeals from administrative agencies, and other civil actions exclusive of torts that are assigned to another division. The division routinely prepares and reviews a great many land documents including the governor's executive orders setting aside public lands to various public uses, deeds, leases, permits, licenses and easements. The legal steno services section provides a full range of clerical support to the deputies and legal assistant of the division.

DEPARTMENT OF THE ATTORNEY GENERAL
OFFICE OF CHILD SUPPORT HEARINGS
FUNCTIONAL STATEMENT

The Office of Child Support Hearings (OCSH) establishes, modifies, enforces, suspends, and terminates support obligations owed to dependent children by parents, via an administrative process in accordance with state and federal laws.

HEARINGS STAFF

- Hears and determines child support proceedings.
- Issues orders, including default and consent orders, which may include establishing, modifying, enforcing, suspending, and terminating support.
- Schedules cases for the administrative process branch and the child support enforcement agency, as requested by the CSEA.
- Develops written procedures for hearings officer training, and research and development for the child support hearings program as required by federal law.
- Establishes and maintains liaison with all family support divisions, county and state attorneys and courts.
- Reviews, evaluates, and recommends amendments to state and federal child support laws, administrative rules, and regulations.

CLERICAL SERVICES

- Provides clerical support services for the Office of Child Support Hearings staff in such general areas as correspondence, purchasing, and inventory; and specific program areas as support cases, amendments to present child support laws and administrative rules, reciprocal support cases and divorce order to show cause cases.
- Provides clerical support services for the Administrator of the Child Support Hearings.
- Schedules cases for the administrative hearing process.
- Performs clerical functions necessary for the operation of the section.

DEPARTMENT OF THE ATTORNEY GENERAL
PUBLIC SAFETY, HAWAIIAN HOME LANDS AND HOUSING DIVISION
FUNCTIONAL STATEMENT

The Public Safety, Hawaiian Home Lands and Housing Division (PSHHD) provides legal services to the Department of Public Safety and its attached commissions and agencies which include the Hawaii Paroling Authority, Crime Victim Compensation Commission, Correctional Industries Advisory Committee and the Corrections Population Management Commission, the Department of Hawaiian Home Lands, Hawaii Public Housing Authority, Hawaii Housing Finance and Development Corporation and the Hawaii Community Development Authority.

The Legal Steno Services section provides legal stenographic support to the Public Safety, Hawaiian Home Lands and Housing Division.

The legal services provided by this division includes advice and counsel to client departments and agencies on a variety of issues including advice to boards and commissions, assistance in rule making, preparation of legal opinions, contract, legislation and other documentation review, eviction, foreclosure and eminent domain actions, administrative appeals and other state and federal litigation and related appeals. The division is also responsible for handling extradition and pardon requests on behalf of the State, correspondence and communication with the public and the media on behalf of the department on matters relating to its clients, and the defense of the State in quasi-criminal matters, such as habeas corpus petitions and petitions under Rule 40 of the Hawaii Rules of Penal Procedure.

DEPARTMENT OF THE ATTORNEY GENERAL
SPECIAL ASSIGNMENT DIVISION
FUNCTIONAL STATEMENT

The Special Assignment Division provides legal services on any special assignment as determined by the attorney general, or assistant attorney general. The Steno Services section provides stenographic services for the Special Assignment Division.

DEPARTMENT OF THE ATTORNEY GENERAL
TAX AND CHARITIES DIVISION
FUNCTIONAL STATEMENT

The Tax and Charities Division (TCD) provides legal representation and advice to the Department of Taxation and other state departments and agencies, primarily in the areas of:

- Tax appeals and other tax litigation in State and Federal Courts.
- Tax legislation,
- Tax related administrative rules
- Tax audits and investigations
- Procurement
- Opinions and advice.

The division also represents the Department of Taxation in federal bankruptcy cases. The division represents the Attorney General, as *parens patriae*, in the oversight and enforcement of laws pertaining to charitable trusts, public charities, public benefit corporations, and private foundations.

The division is also responsible administering and enforcing the department's registration and bonding function for charitable organizations, professional solicitors and professional fundraising counsels under chapter 467B, Hawaii Revised Statutes, and the enforcement of the State's charitable solicitation laws. The division is the custodian of certifications by charities that issue charitable gift annuities under HRS § 431:204(b).

The division also provides oversight over public benefit corporations under chapter 414D, Hawaii Revised Statutes, including reviewing the proposed dissolution of public benefit corporations and the sale of substantially all of their assets.

The division is also responsible for reviewing the proposed acquisition of nonprofit hospitals under section 323D-73, Hawaii Revised Statutes.

The division also responds to governor's referrals and responds to inquiries from legislators in connection with addressing legislative concerns.

The Legal Steno Services section provides legal stenographic services for the Tax Division.

DEPARTMENT OF THE ATTORNEY GENERAL
TORT LITIGATION DIVISION
FUNCTIONAL STATEMENT

The Tort Litigation Division (TLD) provides defense against legal claims made against the State, its departments, agencies and certain State employees². The Tort Litigation Division does not have primary responsibility to give advice and counsel to any State department or agency, to conduct criminal prosecutions, nor to collect monies owed to the State.

The Tort Litigation Division provides legal services to all State departments and agencies that are sued, or have affirmative claims for relief made against them, in personal injury, property damage and/or other tort claims.

In addition to deputies, the staff of the Tort Litigation Division includes a legal secretary, legal clerks, legal assistants, and if available, student help. These persons provide clerical and paralegal support to the Division.

The services provided by the Division include:

- Accepting service of legal complaints for the Attorney General
- Answering legal complaints made against the State
- Investigating claims and conducting discovery on claims
- Representing State interests at arbitrations, mediations and trial
- Assisting in training State departments and agencies on tort liability issues, when requested
- Drafting or monitoring legislation relevant to litigation
- Advising the State Risk Management Office regarding tort claims against the State

² Representation of State employees by the Department of the Attorney General is discretionary pursuant to Hawaii Revised Statutes Section 662-16 and is based upon a determination that the employee was acting within the course and scope of his or her employment when the alleged negligent or wrongful act occurred.